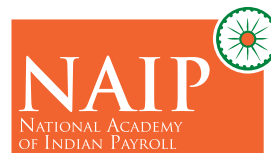


National Academy of Indian Payroll
**Post Graduate Diploma in Payroll
 Management and Compliance**



PROVIDING EXCELLENCE
 THROUGH PROFESSIONALISM

To be completed in BLOCK CAPITALS by ALL LEARNERS

Forename(s):		Surname/Family name:	
Title: Mr / Mrs / Miss / Other (if other please specify)	Date of Birth: (e.g. 01/02/68)	Previous surname (if changed):	
Gender: (M or F)	Confirmation of Indian Nationality Yes <input type="checkbox"/> No <input type="checkbox"/> If not, please state nationality:		
Home Address:		Please indicate which phone number you would like us to use: Work telephone <input type="text"/> <input type="checkbox"/> Home telephone <input type="text"/> <input type="checkbox"/> Mobile <input type="text"/> <input type="checkbox"/> The NAIP Learner Website communicates important information via email. Please provide us with an email address; and let us know whether you prefer emails to your home or work email Home email <input type="text"/> <input type="checkbox"/> Work email <input type="text"/> <input type="checkbox"/>	
Present address (IF DIFFERENT from home address):		Current Occupation:	
Disability, Health Problems and/or Learning Difficulties Do you have a disability, health or mental problem that could affect your learning? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have a learning difficulty? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If you tick yes, the NAIP will contact you to offer help with your studies. Any information disclosed will be used by the college sensitively to support your studies.</i>		Job Title:	

Payment Details

Please tick: <input type="checkbox"/> a) Cheque with application (payable to NAIP Pvt Ltd) <input type="checkbox"/> c) BACS Payment (Bank transfer): NAIP Education Pvt. Ltd ICICI Bank Ltd Branch: Vakola- Mumbai Account No: 120005000213	Please tick the qualification you are enrolling on <input type="checkbox"/> Foundation Certificate in Payroll and Payroll Compliance (Part A) ₹12,000 <input type="checkbox"/> Advanced Certificate in Payroll Administration and Payroll Compliance (Part B) ₹18,000 <input type="checkbox"/> Certificate in Payroll Management (Part C) ₹10,000 <input type="checkbox"/> Post Graduate Diploma in Payroll Management and Compliance (Full qualification) ₹40,000 Commit to all three parts of the Post Graduate Diploma for the reduced cost of ₹35,000, a saving of ₹5,000 off the total qualification.
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Prior Attainment Level - Please tick box to indicate level already attained

Higher Degree: Details of Higher Degree:
Postgraduate diploma or certificate, Details of PGD/ PGC
First Degree Details of First Degree
Graduate of other overseas institution Details of Graduation

Have you previously applied to, or studied with NAIP? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, PLEASE STATE YOUR NAIP MEMBERSHIP NUMBER: <input type="text"/> If applicable, please also state your previous Learner Number: <input type="text"/>	Which course did you previously study: Date of study (if known):
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Terms and conditions of qualifications enrolments

Bookings

- Enrolments can be received by completion of the online application or by post, and are regarded as confirmed bookings when payment received by NAIP for your application
- Bookings for qualifications CANNOT be made over the phone
- Once you have enrolled and your fees have been received by the INAIP, we will release your login details for the NAIP Learner Website.
- No refunds will be made after qualifications course material login detail has been released
- NAIP and its subsidiary holdings will not be liable for any financial loss you may incur through the cancellation of an event owing to adverse weather, act of terrorism or any other "Act of God"

Payment

- Payment terms are 30 days from receipt of invoice, or immediately where there is less than 15 days until the qualification start date – access to the qualification material may NOT be given until payment is received
- Where full payment can not be made prior to the commencement of studies, it may be possible to arrange credit terms with the individual – this needs to be agreed with the individual PRIOR to enrolling on the qualification
- If full settlement is not received in line with our payment terms, NAIP reserves the right to charge interest on the sum outstanding and will claim the costs of recovery incurred in the collection of the unpaid debt.
- A fee of 2000 IR will be charged in case of dishonour of course payment by cheque or by any other agreed method, due to any reasons and appropriate legal action may be initiated.
- Fees once paid will be non-refundable
- No discounts are given under any scheme unless confirmed in writing by NAIP
- The commencement date of the course is subject to change, within a reasonable time frame at the discretion of NAIP
- Service tax and other statutory taxes will be levied as applicable

Other terms

- NAIP reserve the right to remove any learner from their programme should their behaviour be deemed to be inappropriate by the IP or its partners, this includes verbal and / or physical aggression towards a member of the NAIP team. This would result in no refund of fees or other costs being paid and possible refusal to enrol on any other NAIP programme in the future
- Access to NAIP course material, student resources and other NAIP support including access to NAIP's e-learning portal NAIP online are non transferable and for the utilisation and receipt of the Learner named herein. In the event that the learner has been found to be sharing any aforementioned NAIP resource, the learner named herein will be liable for an additional non-discounted full qualification fee and may be subject at the discretion of NAIP to legal action for breach of copyright.

Online Learner Signature:

Date:

By clicking the send button at this page, this will be deemed as your electronic signature and that you are agreeing to all the terms and conditions within this enrolment form and it subject to receipt of payment is deemed that you have applied to be enrolled onto the NAIP qualification detailed herein.

If any of your personal details change please inform us immediately

Optional - Kindly complete as this will help with NAIP's market research

What is your main reason for choosing this qualification?

How did you become aware of our course?

Business sector that you work in:

- | | | |
|--|---|--|
| <input type="checkbox"/> Agriculture, hunting and forestry | <input type="checkbox"/> Wholesale and retail trade: repair of motor vehicles, motorcycles and personal and household goods | <input type="checkbox"/> Public administration and defence; compulsory social security |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Hotels and restaurants | <input type="checkbox"/> Other community, social & personal service activities |
| <input type="checkbox"/> Mining and quarrying | <input type="checkbox"/> Transport, storage and communication | <input type="checkbox"/> Private households with employed persons |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Financial intermediation | <input type="checkbox"/> Extra - territorial organisations and bodies |
| <input type="checkbox"/> Electricity, gas and water supply | <input type="checkbox"/> Real estate, renting and business activities | |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Health and social work | |
| <input type="checkbox"/> Education | | |

Is the business Private Government NGO
Please tick appropriate box

Is the business a small and medium enterprise (SME) or a large organisation?
 SME Large Organisation
Please tick appropriate box

Fee Information

Fees paid by yourself and not reclaimed	<input type="checkbox"/>	If your fees are paid by your employer, does your manager require access to a manager only area <input type="checkbox"/> Yes <input type="checkbox"/> No
Fees paid by yourself and reclaimed from employer	<input type="checkbox"/>	
Fees paid by employer	<input type="checkbox"/>	

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