

# REGISTRATION FORM

Defence Leadership Centre  
Focus on Leading (FOL)



## FOCUS ON LEADING (FOL)

For the duration of your qualification programme you are given complimentary 'Affiliate Membership' of CMI, enabling you to access a wide range of support material on the CMI Studying Members website.

**Please note that this is not a regulated qualification.**

<b>CENTRE NAME</b>	Defence Leadership Centre
<b>CENTRE/COURSE NUMBER</b>	C10417801 / Focus on Leading (FOL)
<b>COURSE DATES</b>	

## PROGRAMME DETAILS AND OPTIONS

Certification requires confirmation of successful completion from 1<sup>st</sup> April 2021. Costs subject to periodic review and VAT at current rate and may change.

<b>MOD RP 002</b>	<b>Focus on Leading in Defence</b>	<b>£132 Inc VAT</b>	<b>Select relevant programme by putting 'X' in the box</b>
<b>If you are already a CMI member, please indicate your membership number</b>			
<b>Service Number</b>		<b>Rank</b>	

## CONTACT DETAILS

<b>Title</b>		<b>Surname</b>		<b>Forename</b>	
<b>Email Address*</b>				<b>Date of Birth* (dd.mm/yyyy)</b>	

\*Required for web access, please provide a non MOD email address. This is also the email we will also use to provide you with secure access to your digital certificate upon completion of your qualification.

<b>Mailing Address:</b>	
<b>Contact Telephone</b> (incl dialling code):	

I am happy for you to contact me about CMI matters on the above number/s (please put an 'X' in box)	
I am attaching evidence of successful completion of my training	

## PAYMENT OPTIONS

Registrations will only be accepted if accompanied by the appropriate fee. You can pay by cheque or by phone using your credit or debit card. We will not contact you for credit card details until we have registered your details on the system, following this we will email you an invoice for payment. We will attempt contact for payment over a 4 week period. If we are unable to take payment after this time, we will need to withdraw your registration details.

Cheque		Cheque number:		Cheques made payable to CHARTERED MANAGEMENT INSTITUTE
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Pay by Phone	<p>An electronic invoice will be issued via email. If we do not receive payment within 6 weeks your registration will be withdrawn</p> <p>To pay by credit or debit card please contact the MOD customer services team on <b>01536 207496, Option 2 &amp; then 5 for MOD. Please quote your membership number (starts with P) that can found on the invoice</b></p> <p><b>Solo and Electron are not accepted</b></p>
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Signature		Date	
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## REGISTRATION CHECKLIST

Have you..?

- Completed and signed the Registration Form
- Attached the appropriate remittance (provided cheque if appropriate)
- Attached copy of your end of course completion certificate signed by an SO2

***Incomplete forms or missing attachments will trigger return and consequent delays.***

*Allow 6 weeks from payment for receipt of certification.*

Please forward these documents to:

**Customer Service Administrator (MoD); Awarding Body; Chartered Management Institute; Management House;  
Cottingham Road; Corby; Northamptonshire; NN17 1TT**

**Or by electronically to [mod.qualifications@managers.org.uk](mailto:mod.qualifications@managers.org.uk)**

**Any queries please contact us on 01536 207496 or [mod.qualifications@managers.org.uk](mailto:mod.qualifications@managers.org.uk)**

In submitting this form, you are consenting to receive marketing information about the CMI's products and services. If you wish to opt out of this arrangement, please visit the CMI's data protection site: [www.managers.org.uk/dataprotection](http://www.managers.org.uk/dataprotection)