

NCTJ OFFICE USE:
Invoice No:
Candidate URN:
Centre:



NCE ENROLMENT FORM FOR SPORTS REPORTERS

4 November 2011

Closing Date for Entry: FRIDAY 30 SEPTEMBER 2011

Candidates enrolling after this date will be charged a late entry fee of £25.00 plus VAT.

SECTION A – To be completed by ALL candidates

Surname:..... Forename:.....
Date of birth:...../...../..... Telephone number:.....
Work email:.....
Home Address:.....
.....
.....Postcode:.....

Editor:..... Newspaper Group:.....
Editor's email:.....
Newspaper name & address:.....
.....
.....Postcode:.....
Editor's telephone:.....

SECTION B – To be completed by ALL candidates

Tick exams to be sat and circle either "resit" or "first attempt".

- | | | |
|--------------------|--|---|
| Sports Interview | <input type="checkbox"/> £132.00 | Resit or first attempt (<i>please circle</i>) |
| Sports Report | <input type="checkbox"/> £66.00 | Resit or first attempt (<i>please circle</i>) |
| Newspaper Practice | <input type="checkbox"/> £66.00 | Resit or first attempt (<i>please circle</i>) |
| Logbook | <input type="checkbox"/> £132.00 £66.00 | First attempt (<i>please circle</i>) Resit |

Fees are inclusive of VAT and is charged at 20%

FEES

If you would like the NCTJ to invoice your newspaper for payment, please tick here

Signature of Editor.....Date.....

Invoices will be sent to your newspaper unless an alternative address is provided:

.....

.....

.....Postcode:.....

Cheques should be made payable to NCTJ Training Ltd.

To ensure entry, payment must be received prior to the examination. In the event of a cancellation or non-attendance **NO REFUND WILL BE GIVEN. Deferrals will only be accepted before FRIDAY 30 SEPTEMBER 2011 for named applicant only.**

If you are paying the entry fee yourself and do NOT wish your results to be sent to your editor. Please tick this box Please note that full payment must be received prior to sitting the NCE exam

Entry Requirements

If you have not passed ALL of the NCTJ preliminary examinations (including shorthand at 100wpm) by the closing date below, you are NOT eligible to sit the NCE.

The last date for sitting an NCTJ shorthand exam for the 8 July NCE is **FRIDAY 23 SEPTEMBER 2011.**

Particular Needs

Candidates with disabilities whose circumstances require special consideration must supply written evidence to the NCTJ including a professional assessment report and/or medical certificate at least two weeks prior to the exam.

Centre Allocation

Centres are allocated on a first come first serve basis and can not be reserved prior to allocation or changed after allocation. Candidates are allocated the nearest available centre.

Please return this form to:

NCTJ Training Ltd, The New Granary, Station Road, Newport, Saffron Walden, Essex CB11 3PL.
Fax: 01799 544015.

Signature of Candidate:..... Date:.....