

IoD Professional Development Courses Booking Form

To reserve your place on a course, please complete and return this form to the IoD Professional Development team.

Applicant's details

Delegate Title	Name	
Is the delegate a member of the IoD? (please click here to select)		IoD Membership No (where applicable)
Appointment/ Job Title		
Company Name		
Contact Name (if different from applicant)		
Contact Telephone		
Invoice Address		
Postcode		
Correspondence Email Address		
<input type="checkbox"/> Home <input checked="" type="checkbox"/> Company		

Course Details

Course: Directors Role in Leading the Organisation (2 days)

Course fee: Member £1,400 plus VAT Non-member £1,680 plus VAT

Date: (please click here to select date)

Please provide details of any specific dietary, access or other support requirements during the course:

Payment and Confirmation

IoD will invoice the fees in full to the address shown above.
Please provide your reference or Purchase Order number if you would like it to appear on the invoice:

☐ Please confirm my place on the above course. I have read and understood the IoD's standard terms and conditions.

Date:

Contact

Please return this form by email or post to the IoD using the details shown below or call us on **+44 (0) 20 7766 2601**.

Professional Development
Institute of Directors
29 Abercromby Place
Edinburgh EH3 6QE

Email: director.scotland@iod.com
Fax: +44 (0)131 557 5818

Terms and Conditions for Open Courses

These terms and conditions are intended to be legally binding as between the person booking the course (You) and the Institute of Directors (IoD, we or us). These terms and conditions apply to all bookings for all Open Courses conducted by the IoD.

If you are booking a course by telephone, you will be asked to confirm that you have read and understood these terms and conditions before the booking is confirmed. If you are completing a hard copy booking form these terms and conditions are printed on the booking form.

If you are filling in the booking form on-line you will be directed to the copy of these terms and conditions posted on the IoD's website at www.iod.com. In both cases you will be asked to confirm that you have read and understood these terms and conditions before we will book you on a course.

Booking Procedure

1. A binding agreement subject to these terms and conditions will be made as between you and the IoD when:
 - a. We receive a booking form by post, fax or e-mail;
 - b. You book a course over the telephone paying in full
2. Where you expressly state that any booking is provisional, then we will hold any such provisional booking pending until you confirm that booking. You can confirm your booking by completing one of the actions specified in condition 1 above.
3. Where you make a booking on behalf of a corporate entity, you and the corporate entity will be bound jointly and individually to the agreement. Where you make a booking on behalf of the corporate entity you warrant that you have the authority of the corporate entity to do so.

Payment Terms and Cancellation Policy

4. You will be sent confirmation of your booking, with an invoice by e-mail.
5. Where you have already paid the course fee by credit card as part of the booking procedure, we will send you a receipted invoice on request.
6. Where payment has not been made during the booking procedure, the invoice must be paid within 30 days of the date of the invoice, or no later than the working day before the booked course, whichever shall be the earlier.
7. We reserve the right to refuse entry to the course where payment has not been received in full.

Cancellation Policy

8. Once a booking has been made, you are entitled to cancel the booking subject to the following;
 - a. If we receive a notice of cancellation from you more than 20 working days prior to the scheduled start date of the course;
 - b. If we receive a notice of cancellation from you less than 20 working days prior to the scheduled start date, but more than 10 working days before the scheduled start date, you must pay 50% of the course fee as shown on the invoice. If you have already paid the full fee, you will be entitled to a refund of 50% of the course fee;
 - c. If we receive a notice of cancellation from you less than 10 working days before the scheduled start date then the whole of the course fee remains payable.
9. Any notice under condition 8 (and under the Transfer Policy below) must be sent by post, fax or e-mail and will only be effective when it is received by us.

Transfer Policy

10. You are entitled to transfer your booking to another course subject to the following:
 - a. If we receive a notice of transfer from you more than 20 working days prior to the scheduled start date of the course you were booked on, no fee will be charged for the transfer, or for the re-scheduled course;
 - b. If we receive a notice of transfer from you more than 10 working days prior to the scheduled start date of the course you were booked on, but less than 20 working days prior to the scheduled date of the course you were booked on, an additional transfer fee of 50% of the course fee will be payable such payment to be invoiced and paid in accordance with condition 6 above;
 - c. No notice of transfer will be accepted if that notice is received by us less than 10 working days before the scheduled start date of the course you were booked on.

Illness/Travel disruption

11. We are not able to offer transfers, or cancellation refunds made by delegates for reasons outside our control, which includes travel difficulties due to adverse weather conditions or industrial action. However, if you are unable to attend a training course you have booked because of illness, we will transfer your course onto the next available date at an administration fee of **£150 + VAT (per day)**, provided a doctor's note is submitted.
12. Where the course duration is more than one day, and you are absent from the course for one or more of those days, we reserve the right to refuse entry to the remaining days. In such circumstances, and for the avoidance of doubt, you will not be entitled to transfer to another course in order to take up the days you have missed without the written consent of the IoD. Should such consent be given and a transfer agreed, we reserve the right to make a charge for such transfer.

Reservations

13. We reserve the right to vary or cancel any course should circumstances so demand. You will be notified of any cancellation, at least 15 working days in advance of the course. Should the course be varied or cancelled, you will be entitled to a full refund of the fees you have pre-paid for that course. We accept no liability if, for whatever reason the course fails to take place – this includes hotel accommodation, flights and/or any travel.

14. We reserve the right to review our fees and booking terms and conditions as and when appropriate. Should our fees and booking terms and conditions be varied to your detriment you will have the option to withdraw from the course and we will refund the fees you have pre-paid for that course.

Limit of Liability

15. The IoD (which term shall include for the purpose of this condition the course leaders employed by the IoD to deliver the course), will not be liable for any breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting, refraining to act, or omitting to act, in reliance on the course material, or the presentation of the course, to the extent permitted by law.

16. Consequential loss shall be deemed to include, but shall not be limited to: loss of profits or anticipated profits; loss of business or anticipated business; damage to reputation or goodwill; and any claim made by any third party for damages, costs or expenses.

Data Protection Policy

17. We will ensure that all reasonable and appropriate security measures are in place to protect the personal data of delegates and will destroy or deliver up the personal data upon written request.

18. From time to time we, or agents acting on our behalf, may contact you with details of other courses or programmes and other services provided by the IoD which may be of interest to you.

19. We will not pass on your personal data to any third party and will refrain from processing your data in order to send you any further information should you make such a request to us in writing.