

Conditions of Booking

Registration

The IET's Customer Services team will acknowledge receipt of registration within 72 hours but please note this does not confirm that the event will take place.

Joining instructions will be sent 10-14 days prior to the event confirming details. Please contact us immediately if you do not receive an acknowledgment or joining instructions within the stipulated period.

Tel +44 (0) 1438 767289.

Cancellations, Transfers and Substitutions for Courses and Exams

Any cancellation, transfer or substitution after registration will incur an administration fee of £30.

Cancellations and transfers at short notice will be charged as follows:

15 - 34 days before start of course – 50% of fee
0 - 14 days before start of course – full fee

All cancellations, transfers and substitutions, subject to agreement, must be received in writing prior to the commencement of the course.

Exam substitutions are not permitted if the candidate has already been registered with the awarding body. *City & Guilds and Edexcel (for BTEC) fees are non-refundable after registration.*

Cancellation by the IET

The IET reserves the right to cancel any course or exam. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged.

Delegates with Special Needs

The IET aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual needs that you may have by attaching a note to the registration form. Special arrangements for exams may require evidence in writing up to 3 months before.

Course Objectives

All courses have additional information available which has not been printed in this brochure. For a copy of the objectives for any course please visit www.theiet.org/courses or contact the Courses Unit.

Payment of Fees

Registration will only be confirmed on receipt of payment.

Information Security

Please do not submit your form by email; fax or post it instead. The IET takes the security of your personal details and credit/debit card information very seriously and will not process email transactions.

Bank Transfers (BACS)

Please ensure delegate name, course reference and invoice number (if applicable) are quoted on any BACS payment made and allow five working days clearance. Bank account details are as follows:

Barclays Bank Plc
UK Bank
1 Churchill Place
London E14 5HP

The Institution of Engineering and Technology
Account Number 50480606
Bank Code Number 20-65-82
Fax: +44 (0) 1438 765596

General Information

All course fees include lunch and refreshments. Accommodation is the responsibility of the delegate unless advertised as a residential course. Details of local hotels can be supplied with booking information.

One person per form only (Forms can be photocopied)
Please complete in BLOCK letters

Please refer to the conditions of booking

FULL PAYMENT MUST ACCOMPANY THIS REGISTRATION FORM

COURSE/EXAM TITLE

REF.NO.

VENUE

COURSE DATE EXAM DATE

SURNAME

FIRST NAMES**

**AS YOU WISH TO APPEAR ON YOUR CERTIFICATE

TITLE (Mr/Mrs/Miss/Ms)

DATE OF BIRTH* / / C&G ENR NO.*

* EXAMINATION CANDIDATES MUST COMPLETE

IET MEMBERSHIP NO. (REQUIRED FOR DISCOUNTED RATE)

JOB TITLE

ORGANISATION/COMPANY

FAO (IF OTHER THAN REGISTERING DELEGATE)

ADDRESS

TOWN/CITY

POST CODE COUNTY

EMAIL

TELEPHONE FAX

PLEASE STATE IF YOU HAVE A LEARNING DIFFICULTY, PHYSICAL DISABILITY OR SENSORY IMPAIRMENT OR ANY DIETARY REQUIREMENTS

I CONFIRM THAT I HAVE READ AND ACCEPT THE CONDITIONS OF BOOKING

SIGNATURE DATE

EXAMINATIONS

2377-100, 2377-200, 2391-10, 2392-10, 2382-10 all inclusive with course

2382-10 (if exam only) REF DATE VENUE

BTEC REGISTRATION FEE

COURSE FEE

EXAMINATION FEE

REQUESTED PUBLICATIONS

CODE CODE CODE CODE

VAT

VAT no. 240-3420-16

NOT VATABLE

TOTAL

DATA PROTECTION

Information provided by you on this form will be processed by the IET for its use and that of its associated organisations for the purpose of delivering the products and services requested. It may also be used for the promotion of other IET products and services and contacting you for market research purposes. By providing us with your postal address, email address and/or telephone number you agree that we may contact you by these methods. You can change this preference at any time by either contacting us by post, following the link on a received email or amending your preferences if you have a MyIET online account.

PLEASE INDICATE METHOD OF PAYMENT (PURCHASE ORDERS ARE NOT ACCEPTED)

CHEQUE MADE PAYABLE TO IET AND CROSSED CREDIT/DEBIT CARD BACS

PLEASE DEBIT MY (TICK BOX AS APPROPRIATE) VISA AMEX MASTERCARD

MAESTRO ISSUE NO. VALID FROM

CARD NUMBER

EXPIRY DATE / 3 OR 4 DIGIT CARD SECURITY CODE(CSC)

CARD HOLDER'S NAME

CARD HOLDER'S ADDRESS (IF DIFFERENT FROM REGISTRATION)

POSTCODE TEL

INFORMATION SECURITY

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