

Essential Skills for Trainers

Booking form 2017

Book your place by completing the booking form below

Please tick the programme you wish to attend:

- Course 1** ☐ 2-hour webinar 17 July 2017 ☐ Face to face 22-24 August 2017 ☐ 2-hour webinar 11 September 2017
- Course 2** ☐ 2-hour webinar 1 November 2017 ☐ Face to face 27-29 November 2017 ☐ 2-hour webinar 3 January 2018

Event fee: + VAT

You will receive confirmation via e-mail once your booking has been processed. Please note the three elements of this programme are part of one short course and should be attended in the order given. Dates cannot be mixed with other course dates.

Booking Form BLOCK LETTERS PLEASE Photocopies of this form are acceptable

Participant's details

Title Mr/Mrs/Ms/Miss/Dr

Surname

First name

Job title

CIPD membership no.

(Membership number quoted must be that of above named. Non-members are welcome on events.)

Organisation

Organisation address

Country

Postcode

Work tel.

Fax

Mobile

Email

NB. Please write your email address clearly as we will be sending your joining instructions by email.

Special requirements

Please tell us about any special needs or dietary requirements that you may have and we will contact you as soon as possible to discuss.

Method of payment

Choose one of three ways to pay

1 ☐ Cheque enclosed for £ _____
(Payable to CIPD Enterprises Limited. Please mark for the attention of the Events Registrar)

2 ☐ Please invoice my organisation

For the attention of

Purchase order number (if applicable)

Invoice address (if different to delegate's address)

3 ☐ To pay by credit card please include your contact number below and we will call to take payment

Tel

Payment must be received before the start of the course.

A VAT invoice/receipt will be returned to you which you can use as your tax invoice.

I AGREE TO ABIDE BY THE BOOKING TERMS AND CONDITIONS OVERLEAF

Signature

Print name

Job title

Date

Please complete this form and email to: eventsregistrar@cipd.co.uk or book online at cipd.co.uk/ee17

Alternatively you can print this form and post or fax it to:

Events Registrar
CIPD Enterprises Limited
151 The Broadway
London SW19 1JQ

Fax: 020 8612 6231

Enquiry Hotline: 020 8612 6248

Booking Terms and Conditions

Completion of this booking form constitutes a legally binding contract and our terms and conditions take precedence over those of any other organisation in every case.

1. Payment terms

Payment must be received before the start of the programme or within 30 days of invoice date, whichever is the sooner. International bookings will not be confirmed until payment has been received.

We accept payment by direct credit, cheque or selected credit/debit cards. Fees valid for bookings received before 31 December 2015.

Visa refusal refund policy

The following policy applies to programme bookings where the candidate requires a student visa in order to enter the UK.

If you are booking for a programme and are travelling from a country outside the EEA (European Economic Area) you will require a visa in order to gain entry to the UK. You can find out more at www.ukvisas.gov.uk. Please allow sufficient time before the start of your qualification programme for your visa application procedure. If you have applied for a student visa and your application has been refused, we will provide a full refund of programme fees. In order to make the refund we will require a copy of your application and your notification of rejection for your visa. Where we are informed of a student visa application refusal less than 29 days before the start of the programme, you will incur a £300 administration fee.

Where your programme is a qualification programme, and you have already attended 1 or more modules, in order to complete your studies you will be able to transfer your attendance to a later course at no cost. However, if your visa application is continuously turned down to the extent that you are unable to complete your studies within the designated timeframe, we will extend the time in which you can complete your studies.

2. Cancellations, transfers and non-attendance

All cancellations and requests to transfer must be made in writing to the events registrar either by email eventsregistrar@cipd.co.uk), letter or fax on 020 8612 6229, and will be acknowledged in writing.

2.1 Transfers

- There is no charge for transferring to an alternative programme start date, provided the request is received 61 or more days before the start of the programme.
- Requests to transfer received 29-60 days before the start of the programme will be subject to a transfer fee of 20 per cent of the programme fees.
- Requests to transfer received 15-28 days before the start of the programme will be subject to a transfer fee of 30 per cent of the fees.
- Requests to transfer received 0-14 days before the start of the programme will be subject to a transfer fee of 50 per cent of the fees.
- Transfers after the start date of the programme: We regret that students are unable to transfer to another programme once they have commenced the programme.

2.2 Cancellations

- There is no charge for cancellations received 61 or more days before the start of the programme.
- Cancellations received 29-60 days before the start of the programme are subject to a cancellation fee of 25 per cent of the fees.
- Cancellations received 15-28 days before the start of the programme are subject to a cancellation fee of 50 per cent of the fees.
- Cancellations received 0-14 days before the start of the qualification programme, are subject to a cancellation fee of 100 per cent of the fees.
- If the student fails to attend/ commence the programme, 100 per cent of the fees are payable.
- If a student wishes to cancel from the programme once the programme has begun, the full fees are payable.

If you are entering the UK on a student visa from a country outside the EEA (European Economic Area) and fail to attend your programme, unless you have advised us of the reasons for this, we may be required to notify the immigration authorities.



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