

Booking Form – Certificate in Training Administration

Qualification Type B booking terms and conditions apply.

Please quote: D12 #

Fees: £1,599 + VAT

Start dates for this programme are as follows (please select one):

London: 5-6 Jul 2012, 8-9 Nov 2012

STUDENT'S DETAILS

Mr/Mrs/Miss/Ms

Surname

First name

Job title

CIPD membership no.

To receive a CIPD membership discount (where applicable) please quote the student's membership number

Non-members are welcome on qualification programmes

Organisation name

Organisation address

Work number

Mobile

Please provide your mobile number so we can send you an SMS message reminding you of the venue and start times. We will not use it for marketing purposes

Fax

Email

Please provide your email address to enable us to give you FREE access to the Virtual Learning Environment (which is included in your qualification fee)

SPECIAL NEEDS

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

FEES

I would like to pay the full fee up-front

I would like to pay on a module-by-module basis (not available for international students)

Fee plus VAT

Total

PAYMENT DETAILS

Please invoice my organisation for the attention of:

Purchase order number, if applicable (please consult your finance dept if a purchase order number is required. It must be included on this booking form.)

Invoice address (if different to organisation address)

cheque enclosed for £ _____ (please complete)
(Please make your cheque payable to **CIPD Enterprises Limited**)

please charge my card

   

Please print your card number in the boxes below

Valid from

Expires end

Security code (CV2) last 3 digits on back of card or 4 digits on front of Amex

Issue no (Maestro only)

Name on card

Signature

If the card billing address is different from the organisation address then please notify us on a separate sheet of paper.

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

I AGREE TO THE APPLICABLE BOOKING TERMS AND CONDITIONS SET OUT ON PAGE 2. THESE TERMS AND CONDITIONS OVERRIDE ALL OTHERS.

Signature

Date

Name

Job title

MAIL TO:	FAX TO:	EMAIL:
Events Registrar, CIPD Training, 151 The Broadway, London SW19 1JQ	020 8612 6229	eventsregistrar@cipd.co.uk

For your security and peace of mind, CIPD and its subsidiaries will not supply your details to any organisation for marketing purposes. By submitting this order you confirm that you agree to the use of your information as set out in our privacy policy (visit cipd.co.uk/absite/privacy or call 020 8612 6208) and agree to our website terms and conditions of use (visit cipd.co.uk/absite/tandc or call 020 8612 6208).

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BOOKING TERMS AND CONDITIONS - Qualification programmes Type B

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 2012.

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.

3. Student Agreement

Since the programmes depend upon a high degree of collaborative work between learners you will be expected to take no more than 14 days consecutive holiday during the duration of the programme.

4. Period to complete these cohort Programmes

- These programmes must be completed within the maximum time period stated under 'How long does it take?', the start date of the programme being defined as any of the following: Induction day, Initial briefing day, Introductory workshop, required online and/or telephone activity or the first module that is attended. Completion is defined as completing the requirements of the programme as outlined under 'How do I gain the qualification?'
- If in exceptional circumstances you need to extend your study beyond the maximum time period, this must be agreed by the Programme Manager and is subject to a charge.

We reserve the right to cancel a programme module at any time and offer an alternative date, a credit or a refund without any liability for consequential or indirect loss. Programmes are correct at the time of going to print. However, alterations may occasionally be necessary due to circumstances beyond our control.

Views expressed by course and personal tutors are their own. CIPD Enterprises do not accept any liability for advice given or views expressed by them or in any notes or documentation provided to course delegates or qualification students.

Please note that for promotional purposes, there may be a professional photographer and video production taking place at the course/qualification programme.

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