



Course Booking Form

Delegate Information

Title	First name	Surname
Address		
Postcode	Email	
Telephone	Mobile	Fax

Course Details

Course Title	Course Date	Course Cost
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I have an Individual Learning Account (<i>please provide ICT Marketing with your Learner Reference number before starting the course</i>).	Yes/No (<i>please delete as applicable</i>)
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Invoice Address

Company/Organisation/Name	
Address	
Postcode	Email
Telephone	Fax
No. of employees	

Payment Methods

<input type="checkbox"/> Payment by cheque (<i>made payable to ICT Marketing</i>)
<input type="checkbox"/> Cheque enclosed

<input type="checkbox"/> Payment by Invoice	
Order Number (<i>this must be quoted</i>)	
Signature:	Date:

Invoices must be paid prior to the course start, unless otherwise agreed.

Terms and conditions

Fees: All fees are payable in advance (normally 2 weeks). ICT Marketing reserves the right to refuse admission to the course until payment is received. Fees quoted are correct at the time of publication but ICT Marketing reserves the right to alter fees at any time. All fees quoted are exclusive of VAT which must be paid in addition to the quoted fee, at invoice date, chargeable at the standard rate then in force (**for companies only**).

Late payment: Overdue payments may attract interest at 8% above the statutory rate.

Examinations: Where examinations (whether by an internal or external examining authority) form part of, or are taken following a course, no refund or fees can be given in the event of a candidate failing to reach the standard required. Examiners decisions are final.

Cancellations: ICT Marketing reserves the right to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service. In the event of cancellation, bookings will normally be transferred to the next available course unless the client specifically requests otherwise. If a booking is cancelled or transferred to a different course by the client the following fees will be payable:

Notice given	% of fee credited on cancellation/transfer
More than 28 days	100%
15-28 days	50%
0-14 days	0%

In addition, ICT Marketing reserves the right to charge a £30 admission fee for each cancellation/transfer.

Telephone cancellations can be accepted but must be confirmed immediately in writing (by post or fax)

Please send completed form to: ICT Marketing, Corner House, Barn Street,
Haverfordwest, SA61 1BW

Tel: 01437 766441 Fax: 01437 766173 www.ictmarketing.co.uk admin@ictmarketing.co.uk