



Course Booking Form

Please complete using block capitals

Course Title:		Course Date:	
		Course Cost:	
Title	Delegate Name(s):	Job Title(s)	Date(s) of Birth:
Company Name (if applicable):			
Address:			
Postcode:		Tel:	
E-mail:		Mobile:	
Please note we need payment in full or a purchase order number to guarantee you a place on your course. Please select the appropriate payment option below.			
Payment by cheque:	I enclose a cheque for £..... as payment for Delegates Cheques should be made payable to Inverness College		
Payment by invoice:	Purchase Order Number..... If paying by invoice a Purchase Order Number or Reference is required.		
Payment by ILA:	ILA Account No:	If the course costs more than the balance on your ILA account please enclose a cheque for the difference or make payment by credit card.	
Payment by Credit/Debit Card:	If you prefer to pay by credit/debit card, please contact the course administrator on 01463 273652 / 273655 to arrange. Amex not accepted.		
Payment and Cancellation Policy			
<ol style="list-style-type: none"> 1. Payment for all courses must be paid for in full prior to the start of the course unless agreed in writing in advance with Inverness College Finance Department. 2. I acknowledge that I am personally liable to Inverness College for payment of all course fees. In the event of any fee paying authority or other person or body not making payment on my behalf, I undertake to make payment of the full amount due to Inverness College. 3. Cancellations may be given over the phone but must be confirmed in writing. 4. There is no charge for cancellations received more than 10 working days before the start of the course. 5. For cancellations received less than 10 working days before the start of the course or once the course has started, there is no fee refund. Substitutions can be made at any time before the start of the course. 6. Should delegates have to be registered with an awarding body in advance of the course, then in the event of a delegate cancelling, irrespective of the amount of notice given, the registration fees are non-refundable. 7. Inverness College reserves the right to cancel any course at any time, in which case alternative dates will be offered or a full refund given. 			
I accept the booking conditions as above	Signed:		Date:
For Office Use Only	Budget Code	Area Code	Account No

Business Development

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