

Course Registration and Payment Form  
Please complete the form in FULL and in BLOCK CAPITALS

**Fax: 020 7444 7115**

**Section 1 – Your Details**

Your Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Contact Phone (w) \_\_\_\_\_ (m) \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Dietary Requirements \_\_\_\_\_

**Section 2 – Course Details**

Course Date:

Course Title:

/ /	

**Section 3 – Payment Details**

Your Reference: \_\_\_\_\_

**Office use only**

Tick	Rate	Discount* (if any)
<input type="checkbox"/> ifs ProShare Member	£100.00 (+ VAT @17.5%)	
<input type="checkbox"/> Non-Member	£200.00 (+ VAT @17.5%)	

Net Amount £
Cost Code:
Authorised by:

**\*10% Discount applies when 2 or more courses are booked together or 2 delegates from same company book on the same course**

*Payment Options*

- I enclose a cheque made payable to *ifs ProShare*
- Please invoice my organisation for the amount payable, for the attention of: \_\_\_\_\_
- I authorise *ifs ProShare* to debit my credit card for the amount payable (AMEX cards not accepted)

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ Valid From: \_\_\_\_\_ / \_\_\_\_\_ Security No: \_\_\_\_\_

Issue No (Switch Only): \_\_\_\_\_

*Please see over for booking terms and conditions*

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Terms and Conditions

**Workshop confirmation**

Bookings will only be confirmed on receipt of full payment and the completed booking form. **In all cases, payment in full is required at least 10 working days before the Workshop start date.** Delegate joining instructions will be sent to the contact named on the booking form at least 10 working days before the Workshop start date.

**Cancellation, transfers and substitutions**

Cancellation requests must be sent in writing to **ifs ProShare**. Requests received more than 10 working days before the start date will be eligible for a full refund. Cancellation requests received less than 10 days before the Workshop is due to run, will be eligible for a 50% refund. If a delegate fails to attend a Workshop for any reason, the full price shall be payable.

Requests to transfer delegate(s) to a later date or onto a different Workshop will be considered if received in writing by **ifs ProShare**. This will be dependent upon Workshop places being available. If a place on a different Workshop is not available, a refund will be made in full.

A suitable delegate substitution may be made free of charge, provided written details are sent to **ifs ProShare**, before the Workshop start date. For guidelines on delegate suitability, please refer to the relevant Workshop description.

**Workshop cancellation**

**ifs ProShare** reserves the right to cancel any Workshop and in such cases any fees paid for attendance at such Workshops will be refunded in full. **ifs ProShare's** liability relating to any claims in damages under or in connection with this contract, whether under the laws of the contract or in tort (including negligence) is limited to the price of the Workshop.

I agree to abide by the booking conditions set in this booking form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Please return this form plus payment to:

**ifs ProShare**  
Workshops  
100 Cannon Street  
EC4N 6EU

Via email to: [ifsproshare@ifslearning.ac.uk](mailto:ifsproshare@ifslearning.ac.uk) (signed copy only)

Via fax to the following number: 020 7444 7115

For any other queries, please telephone 0207 444 7141

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