

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

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. If you do not receive a confirmation email within 48 hours of making your booking, please contact us on 0207 44407141 or ifsproshare@ifslearning.ac.uk.

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: _____

Please return this form plus payment to:

ifs ProShare
Workshops
8th Floor
Peninsular House
36 Monument Street
London
EC3R 8LJ

Via email to: 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
