Registration Form

Course Name & Location

Title | First Name | Surname

Position

Organisation | Department

Email

Telephone

Address

Post Code

Dietary or access requirements

Attendance Fees (Please write amount)

☐ Standard Rate _____ + VAT ☐ CILT/Local Authority/Chairty Rate _____ + VAT

Method of Payment

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ CSV Code ☐☐☐ Expiry Date ☐☐☐☐

Card Holder's name and address (if different from above)

Post Code | Purchase Order Number

Invoice ☐ Invoice name and address (if different from above)

Please attach a copy of your purchase order made payable to PTRC

Cheque ☐ Enclosed for £ _____ made payable to PTRC

Signature Authorsation I have read and accept the terms and conditions

Name ..... Signature .....

Date .....

Please return form to
PTRC Education & Research Services Ltd
22 Greencoat Place, London SW1P 1PR
T: 020 7348 1970 E: info@ptrc-training.co.uk

VAT Registration: GB 657355313
Bank: Barclays PLC
Sort Code: 20-45-77
Account No: 50536466

PTRC
Education and Research Services Ltd

Part of CILT UK

Terms & Conditions

1 Registration Form Applications should be made on the official registration form. Photocopies are accepted. One form should be completed for each delegate attending the event. It is important that all sections are completed legibly. Delegates are advised to retain a copy of the registration form for reference before sending. 2 Fee Fees include attendance at lectures, lecture notes, lunch and all refreshments unless otherwise indicated. Fees do not include overnight accommodation, breakfast and evening meals unless stated. 3 Acknowledgement Receipt of a registration form will be acknowledged by email, delegates will be sent an invoice and an email of acknowledgement. Joining instructions, including a map, will be sent to each delegate by email approximately one week before the start of the event. 4 Payment Unless otherwise stated payment in full must be made at the time of booking. All prices are exclusive of VAT, unless stated otherwise. 5 Cancellation All cancellations, or alterations to a booking, must be received in writing. To avoid cancellation penalties, substitutes will be accepted at any time, if notified in writing and in advance of the event. Adjustments in fees will be made if there is any change in fee category. Cancellations received in writing up to 7 days before an event will be subject to an administration fee of £75 + VAT or the event delegate fee whichever is the lower. Cancellation within 7 days of the event date or a 'no show', will be liable for the full fee. 6 Disclaimer PTRC reserves the right to vary the programme and to cancel an event if it is under subscribed or for any other reason. In the event of cancellation, where reasonably possible, PTRC aims to give delegates at least one weeks' notice and the fee will be refunded in full. PTRC will not be held liable for any pre-booked travel, accommodation or similar costs incurred under any circumstances whatsoever. 7 Data Protection Details will be held on a database in accordance with the 1998 Data Protection Act. Information will be used for internal marketing purposes only and will not be shared with any external organisations.