

BOOKING INFORMATION

Booking Terms and Conditions

Please get in touch with us if you have any queries.

- By completing and returning this form, you are agreeing to accept the IMA terms and conditions.
- Invoices for course fees must be paid prior to the course date.
- We accept cancellations in writing by fax or email (but not by phone) up to two weeks before the date of the course and an administration fee of £25 will be charged.
- Cancellation for whatever reason during the two weeks prior to the commencement of the course will result in the full fee being payable if the delegates' agency is unable to nominate a substitute.
- If we cancel the course we will refund any payment made.
- Where a course is over-subscribed a limit of two delegates from one agency may be imposed.
- The booking form constitutes a legally binding agreement.
- The IMA reserves the right at any time, without prior notice, to change the venue of any course and/or the tutor from that described in the published literature.
- The IMA also reserves the right at its absolute discretion and without liability, to cancel any advertised course because of insufficient delegates, in which event all monies paid will be refunded.

Making a booking

- Complete the attached form and send it to us **by email, post or fax**.
- We will check that you have entered the correct amount in the cost box and will issue an invoice if a cheque is not included.
- Invoices will be posted to the address you have provided.
- We will send you booking confirmation and joining instructions by email.

IMA Contact details

Post: **IMA Training, First Floor, 4 Park Court, Park Cross Street, Leeds, LS1 2QH**

Telephone: **0113 242 0048**

Fax: **0113 234 5711**

Email: **training@i-m-a.org.uk**

Costs

The following charges will apply unless otherwise stated:

	IMA Member	Non Member
Half Day Course	£45	£75
Full Day Course	£90	£155
Two Day Course	£155	£230
CPD Points	£25	£35
Cancellation Fee	£25	£25

IMA TRAINING BOOKING FORM

Course Details	
Course:	
Course Location:	
Course Date:	

Delegate Details	
First Name:	
Surname:	
Name of Organisation:	
Address: (for invoice)	
IMA Membership No.:	
Email *:	
Tel:	
Special Requirements:	

* We will be using this email address for correspondence about the course.

Please read the terms and conditions before completing this form.

1. Use the costs information to complete the relevant boxes:

Delegate fee £

CPD fee** £

Total £

Please invoice me the sum of: £

I have attached a cheque for the sum of: £

** No fee is payable for the IMA's CPD. If you require CPD for any other scheme, a fee is payable, £25 for members, £35 for non-members.

2. Enter your initials and today's date in the box

Data Protection Act 1998

The IMA may use this data to inform you of its services when we believe it will be relevant to you. Please initial the box below if you **do not** wish to be contacted for this purpose. We will not pass your details on to third parties and it will be stored in line with the Data Protection Act 1998.

Note: a cancellation fee of £25 applies to all cancelled bookings and the full fee will apply if cancellation is received within 2 weeks of the course.