

IMA Training Booking Form

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 only accept cancellations in writing, by fax or email (but not by phone) up to two weeks before the date of the course and we reserve the right to charge an administration fee of £25.
- 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, Stringer House, 34 Lupton Street, Hunslet, Leeds, LS10 2QW
Fax: 0113 270 2111
Telephone: 0113 270 8444
Email: training@i-m-a.org.uk

Costs / Charges

The following charges will apply unless otherwise stated:

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

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Course Details

Course:

Course Location:

Course Date:

Delegate Details

First Name:

Surname:

Name of:
Organisation

Address:
(for invoice)

IMA Membership No.:

Email *:

*** 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 box:

a) Please invoice me the sum of £

b) I have attached a cheque for the sum of £

2. Does this include a payment for CPD Points? **Yes / No** (Delete as appropriate)

3. Now enter your initials and today's date in the box below to accept the cost of the course.

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.