

## 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  
**Fax:** 0113 234 5711  
**Telephone:** 0113 242 0048  
**Email:** [training@i-m-a.org.uk](mailto:training@i-m-a.org.uk)

### Costs / Charges

The following charges will apply unless otherwise stated:

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