

IPC Course Booking Form

Rev: Feb 2018

Course Title

Course Date:

Your Purchase Order No:

Number of Delegates Attending:

Invoice to be sent to:

Confirmation/Joining instruction to be sent to:

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

Post Code: _____

Post Code: _____

Telephone No: _____

Telephone No: _____

Fax No: _____

Fax No: _____

Email _____

E mail _____

Booking Terms

Confirmation of Courses: On receipt of Booking Form with Purchase Order, course fees will be those ruling on the date of booking/confirming training. A.R.T reserve the right to cancel or substitute course dates. The Customer is responsible for all losses occurred for travel & accommodation if the course is altered, postponed or cancelled.

If the course/dates booked are cancelled by the Customer four weeks or less prior to the commencement of the course, the full course fees will be charged.

If the course/dates booked are postponed by the Customer the postponement fees will be charged as follows:

- 10% on 22-28 working days notice from the commencement date of the course
- 30% on 15-21 working days notice from the commencement date of the course
- 50% on 8-14 working days notice from the commencement date of the course
- 70% on 7 working days or less notice from the commencement date of the course

Payment terms: at least 14 working days prior to the course commencement. Prices are plus VAT
Post, Fax or Email completed booking form.

In compliance to IPC CQI testing each delegate must have either a personal or individual company email address and be able to login remotely or supply a copy of the email the IPC will send them once ART have registered the training to enable them to complete the online test. Without this information they will not be able to complete the course.

In line with data protection legislation, completion of this booking form means all students hereby consent to the photographing of themselves and the use of these photographs and/or recordings singularly or in conjunction with other photographs for advertising publicity, commercial or other business purposes. They consent to their information being retained (with a guarantee that no information will be used or shared without their express consent). They understand that ART may from time to time send information update emails to the email address they have supplied. They confirm that ART has the permission to do this and reserve the right to opt out at any stage should they not wish to receive any further communication from ART.

Due to charges imposed by the IPC for online testing, there maybe a charge applied as follows:

- Any student not attending without prior notice .
- Any delegate failing to complete the test once logged on.

Hill Farm
Church Lane
Ford End
Chelmsford, Essex
CM3 1LH

Phone: +44 (0)1245 237083
Fax: +44 (0)1245 237084
www.rework.co.uk
Email: info@rework.co.uk



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Name and email address of each delegate: please print clearly, **please note that the name provided for each delegate will be the name printed on the certificate –as this name is pre registered it cannot be altered**

All information must be completed before formal booking can be made.

Note: Each delegate must have either a personal or company email address to allow for IPC online testing.

Once registered on the IPC Portal the delegate will receive an email from the IPC to set their password, this must be completed prior to the course. Login details/passwords must be brought with the delegate when they attend the course. Failure to do so will mean they will not be able to complete the online testing.

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