

Booking Form

PHOTOCOPY IF REQUIRED

DELEGATE NAME (Mr/Mrs/Miss/Ms)

Name(s) Surname.....

Qualification(s) Year Qualified

Specialist area

Firm

Address/DX

Tel No Fax No.....

Email

Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on BPP premises? Yes/No

I AM ALREADY A MEMBER OF THE BPP MEMBERSHIP SCHEME

I/WE WISH TO BECOME A MEMBER(S) OF THE BPP MEMBERSHIP SCHEME

CORPORATE/FIRM MEMBERSHIP – £695 + VAT = £816.63 (please see inside front cover for further details)

INDIVIDUAL MEMBERSHIP – £225 + VAT = £264.38 (please see inside front cover for further details)

COURSE TITLE(S)	DATE(S)	LOCATION(S)	COST(S) Exc. VAT	VAT @ 17.5%	Total
Example Data Protection - A Comprehensive Introduction	08/02/08	London	£395	£69.13	£464.13
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Membership Cost (inc VAT) (if applicable).....

TOTAL.....

I would like a certificate/s of attendance for the above course/s

METHOD OF PAYMENT(Please have your card details ready if calling our CPD team)

MASTERCARD/VISA: Valid From:/..... Expiry Date:/.....

Cardholder's name (as it appears on the card)

Card No:/...../..... Security Code (last three digits on the signature strip)

MAESTRO/DELTA: Valid From:/..... Expiry Date:/.....

Cardholder's name (as it appears on the card)

Card No:/...../..... Issue No:

Security Code (last three digits on the signature strip)

CHEQUE enclosed - payable to BPP Professional Education

Signed Date

I, the above named, agree to abide by the BPP Professional Education Terms and Conditions (over).

BPP Professional Education,
The Granary, 50 Barton Road, Worsley, Manchester, M28 2EB,
DX 709000 Worsley 2
Tel: 0845 226 2422 Fax: 0161 728 3778 email: bookings@bpp.com or www.bpp.com/cpd

BPP Professional Development also provides courses across a range of other areas. If you would like a brochure, select your areas of interest from the list below. Please ensure you complete your name and address overleaf.

Law	<input type="checkbox"/>
Complete CPD for Lawyers Programme	<input type="checkbox"/>
Criminal Law Courses	<input type="checkbox"/>
Company/Commercial Law Courses	<input type="checkbox"/>
Employment Law Courses	<input type="checkbox"/>
Family Law Courses	<input type="checkbox"/>
New York Bar Course	<input type="checkbox"/>
Litigation & Personal Injury Courses	<input type="checkbox"/>
Private Client & Property Courses	<input type="checkbox"/>
Personal Development Courses	<input type="checkbox"/>
Professional Skills Course (PSC)	<input type="checkbox"/>
Qualified Lawyers Transfer Test	<input type="checkbox"/>
Higher Rights of Audience - CPD	<input type="checkbox"/>
Higher Rights of Audience - PSC	<input type="checkbox"/>
Returners to Work Programme	<input type="checkbox"/>
Law Enforcement Programme	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Complete CPD for Finance and Tax Professionals Programme	<input type="checkbox"/>
Professional Development Courses for Non Finance Professionals	<input type="checkbox"/>
City/Financial Services	<input type="checkbox"/>
City Courses: Training for the Financial Services Industry	<input type="checkbox"/>
Public Sector	<input type="checkbox"/>
Professional Skills for Government	<input type="checkbox"/>
Insolvency	<input type="checkbox"/>
Certificate of Proficiency in Insolvency (CPI)	<input type="checkbox"/>
Joint Insolvency Examination (JIE)	<input type="checkbox"/>

All brochures are also available to download on our website www.bpp.com/pd

Terms and conditions

Acknowledgement of Booking

If you have not received acknowledgement of your booking by one week before the course date please telephone our CPD team on 0845 226 2422.

Substitute Delegates

If you are unable to attend, a substitute may attend in your place at no extra charge. Please inform us of these changes as soon as possible.

Payment

Payment of the course fee is due prior to the course date. You and your company/firm are jointly and severally liable for payment of all fees.

For bookings made 14 days or less (including the 14th day) prior to the date of the course, the fee is payable immediately and is non-refundable.

Cancellations and Refunds

All cancellations MUST be in writing. For bookings cancelled at least 15 days (by 5.30pm) prior to the course date, we will refund the course fee. For bookings cancelled between 14 and 4 days (by 5.30pm) prior to the course date delegates may attend another course of equivalent value free of charge. The fee is still payable and is non-refundable.

For bookings cancelled 3 working days or less (by 5.30pm) inclusive of the course date, delegates may attend another course of equivalent value for an administration fee of £25 plus VAT for a half-day course, £50 plus VAT for a one day course, or £100 plus VAT for a two day or more course. We reserve the right to vary course content and/or presenters or to cancel a course where necessary.

Non refundable credits must be used within 12 months from date of issue.

BPP Professional Development Membership Scheme

You may receive a discount of up to 50% if you (or your firm) have a valid BPP PD Membership. The discount applies only to Professional Development Courses offered by BPP Professional Education's Professional Development division. No discount is available on any courses offered by other divisions of BPP Professional Education leading to a professional qualification with any UK or overseas body.

A BPP Professional Development (PD) Membership cannot be cancelled or any fee refunded. Any fee is payable and non-refundable even if no courses are booked. Membership discounts do not apply to administration fees. Bookings made with a BPP PD Membership are subject to the terms and conditions of the Membership scheme.

It may be necessary for reasons beyond our control to alter the course content or speakers.

E&OE. Full terms and conditions can be viewed at www.bpp.com/pd