



# PSC Booking Form

PHOTOCOPY IF REQUIRED

Please enrol me on the course(s) ticked below.

**COSTS - PACKS**

- PSC Core + Electives .....£1435 + VAT
- PSC Core Modules (8 days plus examination) .....£1130 + VAT
- PSC Electives (24hrs).....£625 + VAT
- PSC Core + Higher Rights Stage 1 .....£1700 + VAT
- PSC Core + Higher Rights Stage 1 and Stage 2.....£2695 + VAT

**COSTS - INDIVIDUAL**

- Advocacy and Communications Skills - 3 days .....£530 + VAT
- Client Care and Professional Standards - 2 days.....£375 + VAT
- Financial & Business Skills - 3 days (plus exam) .....£460 + VAT
- Individual Elective (6hrs) .....£220 + VAT
- Individual Elective (3hrs) .....£125 + VAT

**DELEGATE NAME (Mr/Mrs/Miss/Ms)**

Name(s) ..... Surname .....

Email ..... Date Training Contact Starts..... Date Training Contact Ends.....

Firm Name and Address .....

Postcode.....

Tel No ..... Fax No .....

DX ..... Name of Training Manager .....

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

**CORE MODULES**

COURSE TITLE	DATE(S)	LOCATION(S)	COST(S)
Advocacy & Communication Skills	.....	.....	.....
Client Care & Professional Standards Day 1	.....	.....	.....
Client Care & Professional Standards Day 2	.....	.....	.....
Financial & Business Skills	.....	.....	.....
Financial & Business Skills Examination	.....	.....	.....

**ELECTIVE MODULES**

COURSE TITLE & NO OF HOURS	DATE(S)	LOCATION(S)	COST(S)
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**HIGHER RIGHTS STAGE 1 and 2**

Higher Rights Stage 1 - Civil Proceedings  Date ..... Examination Date .....

Higher Rights Stage 2 - Civil Proceedings  Date ..... Assessment Date .....

Signed ..... Date .....

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

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

Amount £..... + VAT @ 15% Total £.....

BPP Professional Education,  
 5th Floor, Boulton House, Manchester, M1 3HY  
 DX 709000 Manchester 62  
 Tel: 0845 226 2422 Fax: 0161 237 9650 email: bookings@bpp.com

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.

<b>Law</b>	
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 & Management 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"/>
Pensions - A Comprehensive Programme	<input type="checkbox"/>
<b>Finance</b>	
Complete CPD for Finance and Tax Professionals Programme	<input type="checkbox"/>
Financial Awareness	<input type="checkbox"/>
<b>City/Financial Services</b>	
City Courses: Training for the Financial Services Industry	<input type="checkbox"/>
<b>Public Sector</b>	
Professional Skills for Government	<input type="checkbox"/>
<b>Insolvency</b>	
Certificate of Proficiency in Insolvency (CPI)	<input type="checkbox"/>
Joint Insolvency Examination (JIE)	<input type="checkbox"/>
Insolvency CPD Courses	<input type="checkbox"/>
<b>Actuarial</b>	
Complete CPD Programme for Actuaries	<input type="checkbox"/>

All brochures are also available to download on our website [www.bpp.com/pd](http://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 PSC 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.

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

It may be necessary for reasons beyond our control to alter the course content and/or presenters, or to cancel a course.

E&OE. Full terms and conditions can be viewed at [www.bpp.com/psc](http://www.bpp.com/psc)