

NAEA/ARLA/ICBA/NAVA SHORT COURSE BOOKING FORM

Name of Booker: Please complete in BLOCK CAPITALS

Title: (Mr, Mrs, Miss, Ms) _____ Surname: _____ First Name: _____

Company Name: _____

Membership No. (If applicable) _____

Address: _____

Postcode: _____ Telephone: _____ Email: _____

First Delegate:

Title (Mr, Mrs, Miss) _____

Surname _____

Member of
 NAEA ARLA NAVA ICBA

First Name _____ Membership Number _____

Course Title	Date	Location	Course Code	Price

Second Delegate:

Title (Mr, Mrs, Miss) _____

Surname _____

Member of
 NAEA ARLA NAVA ICBA

First Name _____ Membership Number _____

Course Title	Date	Location	Course Code	Price

Sub Total

Discount (if applicable)

Please note a 10% discount applies if 3 or more courses are booked at the same time

VAT 20%

Total

As part of your NAEA/ARLA/ICBA/NAVA/APIP course booking you will receive required communications relating to your course. NAEA/ARLA/ICBA/NAVA/APIP would like to use the contact details that you have provided to us in relation to the communications described below (including by email/telephone, where appropriate).

- Please tick here if you do not wish to receive additional communications from NAEA/ARLA/ICBA/NAVA/APIP about membership and the professions,
- Please tick here if you do not wish to receive additional communications from NAEA/ARLA/ICBA/NAVA/APIP about NAEA/ARLA/ICBA/NAVA/APIP conferences, events, products, services and training (some of which may complement your CPD requirements),
- Please tick here if you do not wish to receive additional communications from NAEA/ARLA/ICBA/NAVA/APIP detailing offers from third parties. For our Privacy Statements please look at <http://www.nfopp.co.uk/privacy-policy/>

Please see over for Terms and Conditions and payment details

How did you find out about this course

Course Brochure Website Internet Search
Magazine Newsletter Mail Out

Short Courses Terms and Conditions 2012

Course Correspondence and Confirmation

All correspondence regarding bookings including the VAT receipt will be sent to the **named booker** on the booking form. **Nothing will be sent to the individual delegates; it is the responsibility of the booker to pass all information on to the delegates.**

We will send written confirmation to you within 5 working days of receiving your booking. Please contact the courses department on (01926) 417 787 if you do not receive it or any details are incorrect.

Member / Non-Member Rate

Member rate will apply to **delegates** who hold **individual** membership of the NAEA, ARLA, ICBA or NAVA.

Payment / Course Materials

Places will be allocated on a first come, first served basis on receipt of **full and correct payment**. Places cannot be reserved under any circumstances.

No video, tape or digital recordings of course sessions are permitted.

The NAEA/ ARLA/ NAVA/ ICBA do not allow use of the material provided for any purpose other than the study of the student. Any duplication or copying of any portion of the supplied material is in direct breach of copyright law.

Cancellation Policy

The NAEA/ ARLA/ NAVA/ ICBA reserve the right without the prior notice to change the venue of any course and/ or course content or speakers from that described in the literature.

The NAEA/ ARLA/ NAVA/ ICBA reserve the right to cancel courses where circumstances dictate no alternative course of action; for example under-subscription.

Where a course is cancelled in such circumstances, a transfer to the next suitable date will be offered to the delegate. If no suitable date is available, then a refund of fees paid will be made.

No responsibility is accepted for incidental or consequential loss resulting from such a cancellation.

Where delegates find it necessary to cancel their attendance the following fees will apply:

More than 20 working days prior to the course date – full refund

Between 20 working days and 10 working days inclusive – 50% refund

Less than 10 working days – full course cost

Transfer Policy

To transfer the named delegate to an alternative date charges will be levied as follows:

More than 20 working days in advance – no fee

Between 20 working days and 10 working days inclusive - £25 administration fee plus VAT

Less than 10 working days in advance – 100% of the new course fee payable

Substitutions

Substitution of delegates may be made with no fee but must be made at least 5 working days in advance so that course information can be amended.

Please send any request for cancellations, substitutions or transfers in writing either by email to courses@nfopp.co.uk, fax to 01926 417 789 or post to Short Courses Department, National Federation of Property Professionals, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick, CV34 6LG.

Date of cancellation/ transfer will be deemed to be dates of receipt of notification by the NAEA/ ARLA/ NAVA/ ICBA.

Discount

10% if you book 3 or more courses at the same time.

The discount applies to 3 or more bookings made at the same time on the same invoice i.e. 3 delegates on 1 course, 1 delegate on 3 courses or 2 delegates on 1 course and 1 delegate on another.

Course Details

Dress code is smart casual however you may wish to clarify with your delegate how you wish your company to be represented outside of the office.

The NAEA/ ARLA/ ICBA/ NAVA will not accept responsibility for charges incurred at the venue by any delegate attending short courses e.g. telephone, food, drink.

If you require accommodation for our courses contact Anthony James Associates on 01692 400 799 or email res@anthonyjamesassociates.com.

CPD

Continuing Professional Development (CPD) hours applies to all courses. You will receive a certificate of attendance confirming this on completion of the course.

Please submit your form by emailing to courses@nfopp.co.uk, faxing to 01926 417 789 or posting to Short Courses Dept, National Federation of Property Professionals, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick CV34 6LG. Any queries please call 01926 417 787

Payment Details: Payment can be made by **BACS** or **Debit or Credit Cards**, please note we no longer accept Cheques

BACS payments should be sent quoting Courses and the company name to: Sort Code 20-48-08 Account number 00648701

Please tick here if you will be paying by BACS

Debit Credit Card Payments – please complete details below

Type of card: Visa Delta Eurocard Mastercard Switch Amex

Card Number:

Valid Date Expiry Date Sec. Code Switch No

Card Holders Signature Cardholders Name