



# International Professional Security Association

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## Training Course / Seminar Booking Form

Please enter course name and date: .....

Name: Mr / Mrs / Miss .....

Company: .....

Address: .....

Post Code: .....

Contact Phone Number(s): .....

E-mail: .....

Venue: .....

Please specify any special dietary requirements: .....

### FEES

Standard Rate £

Or

Discount Rate for IPSA Members £  
Quote IPSA Membership Number  
(individual or company): .....

### PAYMENT METHODS (Please complete as appropriate)

**Cheque:** Please find enclosed a cheque for the sum of £ ..... payable to "International Professional Security Association"

**Invoice:** Please invoice the above company for payment within 30 days

Your Purchase Order or Reference Number: .....

**Credit Card:** Please charge the sum of £..... to my credit card

Card Type: Not Amex Visa / MasterCard / Switch / Solo (\*delete as appropriate)

Card Number ..... Issue Number .....

Issue Date ..... Expiry Date .....

Name on card (printed) ..... Security Code (3 digits) .....

Signature of cardholder: ..... Date: .....

**Please return completed forms by post or fax to office (details at top of page)**

Please see following page or website for course bookings - terms and conditions.

## **Course Bookings - Terms and Conditions**

### **Payment**

Payment at the time of booking can be made by cheque (payable to IPSA), by Visa or MasterCard, or by purchase order. For bookings made within four weeks of the training date, payment must either accompany booking or where a purchase order is used, the invoice is due immediately. Our standard invoice terms are payment within 30 days. We reserve the right to charge interest on late payments.

### **Accommodation, refreshments and course materials**

The fee includes all training materials, tea/coffee at breaks and lunch.

Accommodation is not provided unless specifically stated.

### **Reservations**

Provisional reservations will be held open for 10 days, after which time, unless we receive notification to the contrary, the reservation will be cancelled.

### **Cancellations**

Cancellations are subject to an administrative charge at the following rates:  
Cancellation 7 days or fewer prior to the course start date – no refund  
Cancellation between 8 and 14 days prior to the course start date – 25% refund  
Cancellation between 15 and 28 days prior to the course start date – 50% refund  
Cancellation over 29 days prior to the course start date – 75% refund

All cancellations will only be accepted in writing and are only effected from day of receipt. IPSA do not accept responsibility for notifications of cancellation that are not received for reasons that are beyond its control.

### **Change of delegate**

Should a delegate be unable to attend, a substitution may be sent at no extra cost, providing IPSA is informed of this in writing (for registration purposes) at least one week before the course is due to commence.

### **Course cancellation**

IPSA reserves the right to cancel an event at any time, without liability, in which case all training fees will be refunded in full. However, IPSA cannot be held liable for any other expenses incurred by participants or their companies due to the cancellation.

### **Views and opinions**

The views and opinions of the course tutors or attendees are their own and do not necessarily reflect those of IPSA.

### **Disclaimer**

The training and notes provided by IPSA cannot be utilised for the purposes of legal interpretation, and neither IPSA, its trainers or staff can accept responsibility for the actions of persons interpreting or acting upon the material in litigation. Nor can IPSA accept responsibility for any injury or loss as a result of relying on the training or training notes. All actions by an individual should be designed in relation to their specific circumstances, and where any doubt exists a specialist should be consulted.