

Course Booking Form

Please book me a place on the following course:

Course Code	Course Title	Date
LPITS190309	Interpreting Police Interviews Effectively: Newcastle – Gateshead	09 th March 2019

Section 1: Your Details

Title	
Surname	
Forename	
Address	
County	
Postcode	
Telephone Number	
Email	

Section 2: Invoice Details (If different to above)

Title	
Surname	
Forename	
Address	
County	
Postcode	
Telephone Number	
Email	

Section 3: Course Costs (Inclusive of VAT, car parking, refreshments and meals)

EARLY BIRD SAVING If booked and paid by 20 th February 2019 (following this £120)	£96
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Section 4: Other Requirements

Please state any specific requirements you have (if any):

Section 5: Dietary Requirements

Please outline any specific dietary needs.

Section 6: Payment

Please complete this form and e-mail to booking@languageprideits.co.uk

Payment can be made by bank transfer (**our preferred method**) to Acc. No: **12827468** Sort Code: **11-05-54** under the name A Moghaddam.

Please include your name (or initials) and course code on the bank transfer and confirm with an accompanying e-mail.

Please note that payment is required at the time of booking to ensure that we held your place.

Delegate's Declaration

I have read and agree to the terms and conditions

Signed: _____ (insert initials)

Date: _____

Please email this form back to booking@languageprideits.co.uk
Please note we do not process any booking form until the booking has been paid in full.

Terms and Conditions

1. All bookings must be made using the LPITS Course Booking Form
2. Payment for this Workshop must be made in full at the time of booking
3. To qualify for the reduced rate, bookings must be completed (including payment) by the 20th February 2019.
4. Cancellations by customers must be made in writing and Language Pride ITS will refund in full any cancellations made with more than 28 days notice. Any refunds will be subject to a £10 administration fee to cover time and banking charges where applicable.
5. Cancellations by customers with less than 28 days notice or non-attendance by delegates will result in the course fee being forfeited in full.
6. LPITS reserves the right to cancel a course at any time. Where Zakon Training Ltd and/or Language Pride ITS has cancelled the course, a full refund will be issued to the customer or an alternative event booked in lieu.
7. Language Pride ITS and Zakon Training Ltd have no liability for force majeure including (but not limited to) severe weather, strikes, acts of government, transport delays or unavailability of personnel due to illness.
8. The copyright of all materials remains that of Zakon Training Ltd and any reproduction of such must be authorised in writing by one of Zakons' directors.
9. Specific requirements: Language Pride ITS aim to make every effort to accommodate specific requirements such as dietary, religious and individual learning needs. No liability will be accepted for issues raised by delegates following courses if they were reasonably foreseen more than five days prior to the course starting. Language Pride ITS will make every reasonable effort to accommodate a delegates needs. However, there may be occasions where such needs cannot be met due to financial constraints or other matters beyond Language Pride ITS's control.
10. Dispute resolution: Language Pride ITS and Zakon Training Ltd put every customer first and any dispute, controversy or claim arising out of this agreement must be presented to Language Pride and/or Zakon so an amicable agreement can be attempted prior to any subsequent action considered by the customer.
11. Language Pride ITS and/or Zakon Training Ltd are not liable in any way for any additional costs incurred by delegates (e.g. loss of work, travel or accommodation costs). Therefore, if booking accommodation, we strongly recommend booking a "free to cancel" room to cover the unlikely eventuality that the event is cancelled.