ICAN COURSE AND CPD EVENTS BOOKING FORM

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| IF YOU ARE UNSURE WHAT DETAILS TO PROVIDE, CONTACT WENDY SHERWOOD [wendy@ican-uk.com](mailto:wendy@ican-uk.com)  **SELECT THE RELEVANT OPTION:** | |
| **PAYMENT HAS BEEN MADE BY DIRECT BANK PAYMENT TO ICAN**  BARCLAYS BANK ACCOUNT 73504484  SORT CODE 20-91-79  REFERENCE (Put your surname as the payment reference when you make the payment, and state it here) Click or tap here to enter text.  DATE OF PAYMENTClick or tap here to enter text. | 1. **PLEASE PROVIDE AN INVOICE IN ORDER TO RAISE A PURCHASE ORDER**  [click in the box to check it] 2. **PLEASE PROVIDE AN INVOICE FOR PO NUMBER:**   Click or tap here to enter text.   1. **PLEASE PROVIDE A PayPal INVOICE TO this email address:**   Click or tap here to enter text.  FOR **1)** AND **2)** ABOVE, YOU SHOULD PROVIDE THE CONTACT DETAILS OF YOUR MANAGER/THE PERSON OR DEPT THAT THE INVOICE WILL BE SENT TO. NO OTHER DETAILS SHOULD BE PROVIDED HERE.  NAME/DEPT: Click or tap here to enter text.    Email:Click or tap here to enter text.  Telephone:Click or tap here to enter text.  Full name of Trust/Independent organisation Click or tap here to enter text. |
| BOOKING MADE BY Click or tap here to enter text.  EMAIL Click or tap here to enter text.  TELEPHONE NUMBER Click or tap here to enter text. | |
| **COURSE / EVENT click on grey box below to see course choices** and to make your selection.  If Booking online VdTMoCA training select ‘Online VdTMoCA training’ here and indicate below whether the participant(s) is an OT, OTA, nurse or HCA so that s/he is registered for the correct course. | |
| NUMBER OF PLACES REQUIRED Click or tap here to enter text. | PLEASE PROVIDE THE CONTACT DETAILS OF PARTICIPANTS BELOW. |
| **NAME 1** | **NAME 2** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 3** | **NAME 4** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 5** | **NAME 6** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 7** | **NAME 8** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 9** | **NAME 10** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 11** | **NAME 12** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 13** | **NAME 14** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 15** | **NAME 16** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 17** | **NAME 18** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 19** | **NAME 20** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 21** | **NAME 22** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 23** | **NAME 24** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 25** | **NAME 26** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 27** | **NAME 28** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| **NAME 29** | **NAME 30** |
| EMAIL | EMAIL |
| POSITION: OT  OTA NURSE  HCA | POSITION: OT  OTA NURSE  HCA |
| I HAVE READ AND AGREE TO THE TERMS & CONDITIONS  (see below)  PLEASE ADD THE COURSE PARTICIPANTS TO THE ICAN EMAIL LIST TO RECEIVE INFORMATION ON THE VdTMoCA CONFERENCE, TRAINING, EVENTS AND NEWS. I understand that each peson can unsubscribe from such emails at any time and my contact details will be held and used in accordance with the Data Protection Act 1998 and EU General Data Protection Regulation and not shared with any external agents. Each individual will be notified of being added to the email list and given the opportunity to unsubscribe  All enquiries: Wendy Sherwood 07870 646509 wendy@ican-uk.com  NAME:  DATE:  SEND THIS FORM TO Wendy Sherwood wendy@ican-uk.com or print and post to  140 Hillcroft Crescent, Watford, Hertfordshire WD19 4NZ | |

**ICAN TERMS & CONDITIONS**

Please read these terms and conditions carefully before booking your place on an ICAN event.

**1. Booking process**

To book a place on an ICAN event, the booking process must be completed providing details of each applicant.

Completion of the booking process and acceptance of our terms and conditions forms your contract with ICAN to pay for this course, whether you pay yourself or your employer pays – making a booking through completion of this forms is a commitment to paying for the event that you have booked. The booking contract will be between the person making the booking (the name given against ‘Booking made by’ on the booking form) and ICAN, even if the person making the booking is doing so on behalf of other people/delegates.

**2. Payment of event fees**

Event fees are advertised in British Pounds Sterling (GBP).

**To pay by electronic transfer:**

ICAN Barclays Bank Sort Code: 20-91-79

Account Number: 73504484

You can pay by **PayPal** or by **payment/credit card** via PayPal – if you have chosen this method, please inform [wensy@ican-uk.com](mailto:wensy@ican-uk.com) who will send you a link for this process.

**To pay by cheque:**

Please make cheques payable to ICAN and post together with a hard copy of this form to ICAN, 140 Hillcroft Crescent, Watford, Hertfordshire WD19 4NZ, UK

**To request an invoice**. Either provide the details of who an invoice should be sent to in order to raise a purchase order, or attach a purchase order or the essential details of a purchase order to this form.

**Payment and Late payment charges**

Our contracted terms of payment are strictly 30 days unless paying with a credit card whereby payment terms are 48 hours.

Should you fail to meet these terms ICAN will make late payment charges:

Late payment charges:

**Between 1 and 30 days late £5 per day will be charged regardless of invoice value**

**Between 31 and 90 days late £10 per day will be charged regardless of invoice value**

**For invoices over 90 days late a charge of £30 per day will be made**

Late payment charges will be raised on a separate invoice and will be sent at the end of each month after the original invoice was due. Failure to pay an invoice on time will always result in a late payment charge.

Compensation will be sought for late payment at the following amounts:

Up to £999.99 = £40 compensation charge

£1000 - £9,999.99 = £70

In the event of you using a purchase order system for allocating invoice costs you will need to arrange these to cover the cost of late payment and compensation charges. Failure to pay late payment charges for any reason will result in legal recovery action. In the event of invoices being outstanding for longer than 60 days, we shall be entitled to cancel all your outstanding bookings and all outstanding invoices will become immediately due and payable.

**3 Cancellation and variation of events by ICAN**

ICAN reserves the right to change advertised details of events including event/training content, dates, timetable, venue and facilitators etc. If we have to cancel an event, we will aim to inform all participants at least two weeks before the event is due to take place or as soon as is reasonably possible. We will reimburse all event fees paid, but we are unable to compensate for any other costs incurred, such as travel, flights and accommodation.

If we have to change the dates of an event, applicants may request a full refund of event fees if the new dates are not convenient.

**4 Cancellation of bookings**

Places on ICAN events are limited. We therefore ask that you let us know as soon as possible if you wish to cancel a booking.

Places on on-line courses cannot be cancelled once the participant has registered online. Registration enables participants to access all of the course materials, therefore the participant has essentially started the course and his/her place cannot be cancelled or transferred to another person.

A course start and end date will be provided to course participants. If the participant has not completed the course by the end date, s/he will have missed the course. Prior to the stated course end date, the participant may request to defer his/her place on the course, but agreement is at ICAN’s discretion and is not a given.

If you wish to cancel a booking you must notify ICAN in writing and pay cancellation charges. These are a percentage of the full cost for providing the booked services and depend on how long before the event ICAN receives notification of cancellation (excluding the day on which the event was to commence and the day that ICAN receives notice of wish to cancel). We regret that we have to do this, however all bookings involve administrative costs and it is difficult to fill spaces made vacant by late cancellations. Cancellation charges depend on when we receive your written/emailed cancellation notice:

If cancelled more than 28 days before the event date, we will refund 50% of event fees

* If cancelled between 14 and 28 days before the event date, we will refund 35% of event fees.

For bookings cancelled less than 14 days before the event date or for 'non-attendance’, no refund will be made. If the invoice is unpaid at the time of cancellation, you will still be liable for 100% of the event fee.

* **6 Non-attendance**
* Non-attendance at the event due to illness or for personal or professional reasons does not give rise to the right to refunds or a transfer. However, in such an event we will consider all the circumstances and take such action that we consider to be fair and reasonable.
* Please note that if alternative options are offered there may be an additional charge.
* **7 Data protection**
* Your personal information will be held and used in accordance with the Data Protection Act 1998 and EU General Data Protection Regulation. We will never share your details with external agents.