

BOOKING FORM

Study Centre Tuition Services

Please use this form to book CIPS Professional Qualifications tuition. Please complete all sections in black ink and forward to the Programme Coordinator at the address below or via email to al.oreilly@cordie.co.uk We advise you to keep a copy of the completed form for your records as, if accepted, it forms part of your legal contract with us.

Delegate Details		
Name of person or organisation making the booking:		
Student Name (Mr/Mrs/Miss/Ms):	Correspondence Address:	
Job Title:		
Employing Organisation:		
Email Address:		
Contact Telephone Number:		
CIPS Membership Number:		
Study Centre	Module Title(s):	Dates
Do you have a disability that we need to be aware of? Yes / No		
If so, please provide us with the relevant details:		
Invoice/Payment Details		
Total amount payable (exclusive of VAT): £*		* Please see our price list for details
Method of payment (please indicate) BACS Cheque Bank Transfer Cash		
In all cases please advise of payment method and await receipt of our invoice before making your payment		
Name or person or organisation to be invoiced:		
Invoice & Address:		
Is a Purchase Order Number required? Yes / No		
If Yes please provide a reference or purchase order number:		
Alternatively, you can send a cheque for the full amount (made payable to Cordie Ltd.) to the address below.		

I confirm that I have read, understood and agreed to be bound by the Booking Terms and Conditions (Version 4).

Signed: _____ Date: _____

Booking Terms and Conditions:

1. Contract

By completing and submitting this booking request, you are confirming your intention to enter into legal relations with us. All bookings on our tuition programmes are subject to these terms and conditions which you will be deemed to have accepted (a) at the time of booking if using our website, or (b) for bookings made in any other way, unless we hear from you specifically at the time of booking. Acceptance of these terms and conditions constitutes a legally binding contract under English Law. We are not bound to accept or agree any other terms and conditions of booking.

For the purpose of clarification, the contracting parties shall be Cordie Ltd (as the provider of tuition services) and either you or your employing organisation (as the procurer of the tuition services). You should print a copy of these terms and conditions for future reference.

2. Description and Pricing of Tuition Services

All tuition services shall be carried out with reasonable skill and care, commensurate with that expected of a privately-owned provider of procurement training and tuition services in the UK. Although we make every effort to ensure that the prices listed for our tuition services are correct, mistakes may sometimes occur. If a mistake is discovered within your booking, we will inform you and give you the option of either reconfirming your booking at the correct price or withdrawing it. We reserve the right to change prices listed without notice. We also reserve the right to refuse to supply to any individual or company. Fees quoted are exclusive of VAT, which will be shown separately on the invoice. A VAT invoice will be sent to cover your payment.

3. Payment Terms

Full payment is required either within 30 days of the date of the invoice or three weeks before the start of the tuition services, whichever is the sooner (the relevant date is shown on the invoice). We reserve the right to refuse admission if payment is not received on time. Tuition materials shall not be distributed by us until we have received payment in full. Unless otherwise agreed payment must be made in UK pounds sterling.

4. Multiple Booking Discounts

Unless otherwise stated, any multiple booking discounts or any other reductions specifically mentioned in our publicity may not be used in conjunction with any other special discounts or offers that may be offered from time to time.

5. Additional Services

If you wish to order CIPS official course books or arrange your CIPS examination and exam centre sitting fees via Cordie, then please contact us directly. Pricing for these additional services is subject to change so please consult the current price list before placing your booking. We are unable to offer these additional services when booking online. Please note these additional items are non-refundable.

6. Transfers

You may transfer your booking to an alternative date and/or location provided that you give at least 30 days' written notice and your transfer request applies to the same unit. One transfer request can be made per booking and will only be accepted if the original booking has been paid for in full. If you transfer your booking, you cannot subsequently cancel it. Any transfer requests falling outside of these conditions will be regarded as a cancellation. Alternatively, you may allocate your place to a substitute delegate provided they are registered with us as a student.

7. Cancellation

All cancellations must be received in writing and are subject to a pre-notified administration charge of £100 plus VAT, together with any cancellation charge as detailed in Clause 8.

7.1 Cancelling Online Bookings

If you have booked online you are entitled to a 14 (calendar) day cancellation "cooling off" period under the terms of the Consumer Contracts Regulations 2014. The cooling off period begins on the date of your booking. If you cancel your booking during the cooling off period then you are entitled to a full refund. Where tuition services have been received in part or full during the cooling off period, you will be entitled only to a refund for the services that remain outstanding. All cancellations received after the cooling off period will be subject to the administration and cancellation charges as detailed in Clause 8.

7.2 All Other Cancellations

All other bookings do not attract a cooling off period. Where payment has been made, a credit note will be issued for the relevant amount less the administration charge and any applicable cancellation charge as detailed in Clause 8. If, at the time of cancellation, payment for the tuition services has not been received, the booking will be cancelled from our system and we will issue a credit note against our original invoice. Credit notes are redeemable against any Cordie services.

8. Cancellation Charge

All cancellations incur the £100 pre-notified administration charge plus a cancellation charge that is calculated according to the amount of notice we receive. This table details the relevant cancellation charge:

Cancellation Request:	Cancellation Charge:
30 days or more before the event	£100 administration charge (+VAT)
14 – 29 days before the event	£100 administration charge plus 30% of the original tuition fee (+VAT)
13 days before the event	100% of the original tuition fee (+VAT)

In the event that a multiple booking is cancelled, we shall apply the cancellation charge to the nearest forthcoming tuition date and credit back any remaining fees less the administration charge. Please note, if you cancel a multiple booking you will forfeit any multiple booking discount that was applied. CIPS official course books, examination and exam centre fees are all non-refundable and cannot be credited back to you.

9. Failure to Attend

Failure to attend the tuition services for whatever reason will be deemed a 'no show' and will not attract the terms of cancellation or transfer unless otherwise pre-agreed with us in writing. You will still be charged for these services whether you attend or not.

10. Copyright

All materials ("Cordie Materials") provided for the tuition services including graphics, code, text products, software, audio and design are owned by Cordie, or other third-party providers such as CIPS. No content in whole or in part of the Cordie Materials may be copied, reproduced, shared, disseminated, uploaded, posted, displayed, linked to or used in any way without the prior written permission of Cordie. Any such use is strictly prohibited and will constitute an infringement of the copyright and other intellectual property rights of Cordie, or in the case of material licensed to Cordie, the owner of such materials.

11. Important Note

It may be necessary for reasons beyond our control to change the content and timing of the tuition services including the entire programme, individual workshops, the speakers, the date or the venue. In the unlikely event that we cancel the whole programme we will automatically make a full refund, but hereby disclaim any further liability for any losses, consequential or otherwise.

12. Further Information and Queries

If you require any additional information about the nature, content or terms of our published services then please contact us directly. We aim to give a smart, friendly, flexible and professional service to all our customers. If, in the unlikely event that you are unhappy with any aspect of our service, then we respectfully ask you to express your queries or concerns directly to us. We will endeavour to service any personal or technical queries as promptly and efficiently as possible.

Version 4, 1st September 2017