

# Workshop Booking Form

Please complete in BLOCK CAPITALS (one form per participant) and return to APS at the address below

## Participant's details

Title \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Job title: \_\_\_\_\_ Organisation: \_\_\_\_\_

Work Address: (to which correspondence will be sent) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_  
(Required for all bookings)

## Workshop details

Course Name \_\_\_\_\_ Course Date: \_\_\_\_\_

Venue: \_\_\_\_\_

## Payment Details

Fees are payable on booking

Please tick the box next to the method of payment required:-

- I enclose a cheque made payable to Advanced People Strategies Ltd
- Please invoice my Organisation – Purchase Order Number
- I wish to pay by Credit/Debit card, please contact me for card details

## Terms and Conditions

I agree to the APS Terms and Conditions for booking as outlined on the APS website which include specific information regarding transfer and cancellation fees as well as payment terms. (Participants are urged to ensure they are familiar with these commitments before placing a booking with APS)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Post or Fax to:

Advanced People Strategies Ltd  
20 Scythe Road  
Daventry  
Northants NN11 0WN

Telephone: 01327 700299  
Fax 01327 700132

*Thank you for booking with APS and we look forward to welcoming you onto our course*

# Workshop Booking Conditions

## 1. Workshop programmes and fees

1.1 The outline details and content of workshop programmes and fees are correct at the time of publication, but they may be subject to change without notice.

1.2 APS reserve the right to cancel, reschedule or change the workshop venue without penalty or liability if there are insufficient bookings, or for reasons outside APS' control.

## 2. Fees

2.1 Fees are payable in advance of the workshop. APS can either send a PayPal invoice for settlement by credit\ debit card or a standard invoice for settlement by personal cheque or company. Payment can also be made via BACS - please call for details. Overnight accommodation is not included.

## 3. Materials

3.1 The fee includes all workshop learning materials.

## 4. Transfer policy

4.1 Once a workshop has been booked, should a participant wish to transfer from one workshop date to another, the following transfer fees are payable:

### Transfer request received by APS:

Less than 7 days prior to the workshop start or if the participant fails to attend:

Between 7 and 28 days prior to the workshop start:

### Fees payable:

50% of the workshop fee

25% of the workshop fee

4.2. All transfer requests must be made in writing.

## 5. Cancellation policy

Should a workshop be cancelled by APS, a full refund will be given upon return of any preworkshop material already dispatched. Should a participant cancel the following fees are payable:

### Cancellation received by APS:

Less than 7 days prior to workshop start or if the participant fails to attend:

Between 7 and 28 days prior to workshop start

More than 28 days prior to the workshop start

### Fees payable:

Full fee.

50% of the fee.

No fee payable, except for a charge for any pre-course materials already dispatched.

## 6. Substitutions

Substitutions can be made at any time.

## 7. Liability

7.1 APS will advise participants as soon as reasonably possible if a workshop has to be cancelled.

7.2 APS will try to ensure that any description of the design or content of workshops is as informative as possible, but it is for participants to take responsibility for deciding whether or not a workshop is suitable to meet their needs. Successful completion of qualifying workshops should note that successful completion of such workshops requires participants to demonstrate an understanding of underlying principles and competence in administration and feedback of the instrument(s) concerned.

7.3 APS' liability arising under or as a result of the provision of the workshops, whether in contract, tort, breach of statutory duty or otherwise will not exceed the fee paid by the participant (or sponsor) for such workshop. Nothing in these terms and conditions will exclude or limit APS' liability for death or personal injury, or fraud on APS' part, or for any liability that cannot be excluded by law. Subject to the foregoing sentence, APS will not be liable for any indirect or consequential loss, loss of business, profit, revenue, data or goodwill, or for lost or wasted management time.

## 8. Exclusions

Any condition, representation or warranty that might otherwise be implied or incorporated within these terms and conditions by reason of statute or common law or otherwise is hereby expressly excluded to the fullest extent permitted by law.

## 9. Variation

These terms and conditions shall apply to the exclusion of all other terms and conditions, including any that you attempt to apply under any purchase order, booking confirmation or any other document, and, no variation of these terms and conditions shall be effective unless in writing and signed on behalf of APS by one of its directors.

## 10. Data protection notice

It is understood that by booking a place on a workshop the participant's name and personal details will be added to registration files held by APS and that the participant agrees to APS freely releasing confirmation of qualification status should a request be received.

## 11. Governing law

These terms and conditions are governed by English law and are subject to the exclusive jurisdiction of the English courts.