

- Option (4)** You may pay for course/qualification fees by BACS transfer: When paying please quote your name as the reference.

Sort Code: 40 36 13
Bank: HSBC Bank plc
Account No: 71473263

Please tick box if making a payment by BACS

Your payment reference:

Official Use Only

BACS Receipt:

Reference:

Date:

I agree to abide by the booking conditions set out attached
Authorising/Participant's signature:

_____ Date: / /

Official Use Only

Customer Ref:

Purchase O/N:

Invoice:

Booking Conditions

General Conditions

- Places are limited on all courses and places are allocated on a strictly first come, first served basis.
- On receipt of the booking form, or when the course has been confirmed as proceeding, a confirmation will be sent by e-mail, fax or post advising of the date, time, location and details of the course.
- If confirmation of booking is not received one week before the course, please telephone to ensure the booking form has been received. Variable postal conditions might delay receipt of application or joining instructions.
- In most cases refreshments will be provided. Lunch is not included unless stated in the booking confirmation.
- Travel and subsistence costs incurred by **Vi²dus** will be negotiated with the customer on an individual basis

Payment terms

Payment details must be completed on the booking form. Payment in full will be made prior to the course commencement

There are 4 payment options

- Option 1
Complete Option 1 section of booking form, enclosing a cheque for the full amount (made payable to Vi²dus Limited).
- Option 2
Complete Option 2 section of booking form detailing debit/credit card details.
- Option 3
Complete option 3 section of booking form with full invoice details.
- Option 4
Tick box in option 4 section of booking form and detail reference used for BAC payments.

Cancellations

- Cancellations received with more than 30 days notice before the start of the course will receive a refund less 25% administration fee.
- Cancellation received within 30 days notice before the start of the course no refund is payable.
- If the participant fails to attend the course no refund is payable.
- We reserve the right to cancel, or make changes to any course without prior notice.
- In the event of our cancelling or postponing a course, our liability will be limited to setting an alternative date agreed by both parties or a full refund of the amount paid.