



In order to book your place, please email your completed form to pdcourses@theiet.org. For all bookings and course advice call **+44 (0)1438 765678**

**ONE PERSON PER FORM ONLY (FORMS CAN BE PHOTOCOPIED). PLEASE COMPLETE IN BLOCK LETTERS.
PAYMENT MUST ACCOMPANY THIS REGISTRATION FORM. PLEASE REFER TO THE CONDITIONS OF BOOKING (OVERLEAF).**

Course Details

Course Title	Ref. No.
Course Location	Course Date d d m m y y y y

Delegate Details

Title	First Name(s)	
Surname/Family Name (As you wish to appear on your certificate)		
IET Membership No.	Job Title	
Organisation/Company		
Address		
County/State	Postcode	Country
Telephone	Fax	
Email Address		

Name and email if registered on behalf of delegate

Name
Email Address

I confirm that I have read and accepted the conditions of the booking (see next page)

Signature	Date d d m m y y y y
	Dietary Requirements

Payment Options

PLEASE DO NOT INCLUDE CARD/BANK DETAILS VIA EMAIL

Please indicate method of payment (Purchase Orders are not accepted) Cheque (made payable to IET and crossed) Credit/Debit Card BACS

Credit/debit card payment

I authorise you to charge my Visa / Mastercard / American Express / Maestro / Delta (Please delete as appropriate) with a one-off payment of £

Credit/Debit Card Number

Expiry Date m m y y 3 or 4 digit security code For Maestro or Solo cards only: Start Date m m y y or Issue Number

Cardholder's Name

Cardholder's Address

County/State Postcode Country

Signature Date d d m m y y y y

Data Protection: I understand and consent to the information provided on this form being processed by the IET for its sole use and that of its associated organisations for the purpose of promoting, delivering and improving my experience of the IET and its products and services. www.theiet.org/help/privacy

IET products and services are enjoyed by our members and customers globally. If you would like to receive notification of products and services which may be of interest and benefit to you (by post or electronic means) please tick this box.

You can change this preference at any time by either contacting us by post, telephone, following the link on a received email or amending your preferences if you have a MyIET online account.



Conditions of booking

Early booking discount - save up to 20%

Bookings registered more than two months in advance of the first day of a course attract a discount of up to 20%. For example - for a course commencing 18 March, registration received before 18 January is eligible for the early booking discount, excluding CMI, PRINCE2 and online learning.

Registration

The IET's customer services team will acknowledge receipt of registration but please note this does not confirm that the course is taking place.

Joining instructions will be sent 10-14 days prior to the course confirming details. **We would advise you not to book travel or accommodation until you have received joining instructions.**

Please contact us immediately if you do not receive an acknowledgement or joining instructions within the stipulated period. Tel: +44 (0)1438 767337.

Cancellation Terms & Conditions

Cancelling a course after registration or transferring to an alternative course will incur the below charges.

All courses except PRINCE2

32+ days before course start date: no charge

15-31 days before start of course: 50%

0-14 days before start of course: 100%

PRINCE2 Courses

From date of acknowledgment, the cancellation charges are:

More than 20 working days before the course start date: £100 +VAT

11-20 working days before the course start date: 30% of the full fees

Within 10 working days of the course start date: 100% of the full fees

Transfers are only allowed for up to 3 months of the original course start date and will incur the following charges:

More than 20 working days before the course start date: £50 +VAT

11-20 working days before the course start date: 15% of the full fees

Within 10 working days of the course start date: 50% of the full fees

Online Learning

Once booked, no refund will be given for our public online courses.

Substitution Terms & Conditions

Substituting someone else to attend our courses in your place will incur the below charges.

All courses except PRINCE2

Administration fee of £30

PRINCE2 Courses

An admin fee may apply

All cancellations, transfers and substitutions, subject to agreement, must be received in writing prior to the commencement of the course.

Cancellations by the IET

The IET reserves the right to cancel any course. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged.

Delegates with special requirements

The IET aims to offer fully accessible events to all its delegates.

Please help us to accommodate any individual requirements that you may have by attaching a note to the registration form.

Course objectives

For course objectives please visit www.theiet.org/pd-courses or contact us by email: pdcourses@theiet.org

Bank transfers (BACS)

Bank transfers can be made, but please ensure the invoice number is quoted with the payment and allow five working days clearance.

Bank account details are as follows:

Barclays Bank Plc

UK Bank

1 Churchill Place

London

E14 5HP

The Institution of Engineering and Technology

Account Number 50480606

Bank Code Number 20-65-82

General information

All course fees include lunch and refreshments excluding PRINCE2 and 1/2 day courses. Travel and accommodation is the responsibility of the delegate.