

BOOKING FORM

ONE PERSON per form only (Forms can be photocopied)
Please complete in BLOCK letters
Full payment must accompany this registration form.

Please refer to the conditions of booking (page 18)

PAYMENT MUST ACCOMPANY THIS REGISTRATION FORM

COURSE TITLE

REF.NO.

VENUE

COURSE DATE

SURNAME

FIRST NAMES**

**AS YOU WISH TO APPEAR ON YOUR CERTIFICATE

TITLE (MR/MRS MISS/MS) DATE OF BIRTH* / /

* EXAMINATION CANDIDATES MUST COMPLETE

THE INSTITUTION OF ENGINEERING AND TECHNOLOGY MEMBERSHIP NO (REQUIRED FOR DISCOUNTED RATE)

JOB TITLE

ORGANISATION/ COMPANY

FAO (IF OTHER THAN REGISTERING DELEGATE)

ADDRESS

TOWN/CITY

POST CODE COUNTY

EMAIL

TELEPHONE FAX

Data Protection

Information provided by you on this form will be processed by the Institution and used for the purpose of the goods and services ordered by you, and for billing accounts.

If you are not an Institution member and would like to hear about similar events and services provided by the Institution, please tick here

If you are an Institution member and do not want to hear about similar events and services provided by the Institution, please tick here

333888

The Institution of Engineering and Technology, The Courses Unit,
Michael Faraday House, Six Hills Way, Stevenage, Herts SG1 2AY
Tel: +44 (0)1438 767289 Fax: +44 (0)1438 767291
Email: coursesreg@theiet.org

I CONFIRM THAT I HAVE READ AND ACCEPT THE CONDITIONS OF BOOKING (PAGE 18)

SIGNATURE DATE

DO YOU HAVE ANY DIETARY OR OTHER REQUIREMENTS?

Examinations

2377-01 and 2377-02 ALL INCLUSIVE WITH COURSE

2381-01 REF. No. DATE VENUE

2391-01 WRITTEN REF. No. DATE VENUE

2391-02 PRACTICAL REF. No. DATE VENUE

Payment Details

(IF APPLICABLE)

COURSE FEE £

EXAMINATION FEE £

REQUESTED PUBLICATIONS

CODE CODE CODE CODE VAT £

(NOT VATABLE)

TOTAL £

PLEASE INDICATE METHOD OF PAYMENT (PURCHASE ORDERS ARE NOT ACCEPTED)

CHEQUE (MADE PAYABLE TO IET AND CROSSED) CREDIT/DEBIT CARD BACS

PLEASE DEBIT MY (TICK BOX AS APPROPRIATE) VISA AMEX MASTERCARD

MAESTRO ISSUE No. VALID FROM

CARD NUMBER

EXPIRY DATE / 3 OR 4-DIGIT CARD SECURITY CODE (CSC)

CARD HOLDER'S NAME

CARD HOLDER'S ADDRESS (IF DIFFERENT FROM REGISTRATION)

POSTCODE

CUT ALONG THIS EDGE

CONDITIONS OF BOOKING

Early booking discount-save up to 20%

Course registrations booked and paid for 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 and payment received before 18 January is eligible for the early booking discount.

Registration

The Institution's Customer Services team will acknowledge receipt of registration within 72 hours but please note this does not confirm that the event is taking place.

Joining instructions will be sent 10-14 days prior to the event confirming details.

Please contact us immediately if you do not receive an acknowledgement or joining instructions within the stipulated period. Tel +44 (0) 1438 767289

Cancellations, Transfers and Substitutions for Courses and Exams

Any cancellation or transfer after registration will incur administration charges as follows:

35 days or more before first day of course – £30

15-34 days before – 50% charge

14-0 days before – full fee charged

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

Exam substitutions are not permitted if the candidate has already been registered with the awarding body. *City & Guilds fees are non-refundable after registration.*

Cancellation by the Institution

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

Delegates with Special Needs

The Institution aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual needs that you may have by attaching a note to the registration form. We will contact you to discuss this as necessary.

Course Objectives

All courses have additional information available which has not been printed in this booklet. For a copy of the objectives for any course please contact the Courses Unit.

Payment of Fees

Registration will only be confirmed on receipt of payment.

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
The Institution of Engineering and Technology
Bank Code Number 20-65-82
Fax: +44 (0) 1438 765596

General Information

All course fees include lunch and refreshments. Accommodation is the responsibility of the delegate unless advertised as a residential course. Details of local hotels can be supplied with booking information.