Please complete the following booking details:

|  |  |
| --- | --- |
| Contact name: |  |
| Delegate(s) name: |  |
| Practice/organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact email: |  |
| Contact tel: |  |

I wish to book place(s) on the following course:

**‘Essential Design Risk Management’ – Newcastle upon Tyne, 25th April 2019**

**Payment details:**

£216.00 (£180 + VAT) per delegate. Payment can be made by cheque or BACS.

|  |  |
| --- | --- |
| **Payment by cheque:**  Please send your completed booking form and cheque made payable to ‘James Ritchie Architect’ to:  **James Ritchie Architect**  **1 Alexandra Terrace**  **Haydon Bridge**  **Northumberland**  **NE47 6LW** | **Payment by BACS Transfer:**  Please email your completed booking form to [info@jamesritchie.com](mailto:info@jamesritchie.com)  BACS Payment Details:  Lloyds Bank PLC  Sort Code: 30-94-19  Account No.: 33432168  Please include your Practice/organisation name as payment reference. |

**Terms and Conditions:**

Courses start at 09:00 each day and finish at 17:00.

Course delegate numbers are restricted to ensure a high level of tutor-student interaction and learning.

Booking confirmation along with map/directions will be sent to you once we have received your booking form and payment.

Your booking is not confirmed until full payment has been received. Payment must be received in full at least 72 hours before the scheduled course start.

Courses are run subject to a minimum number of delegates. Should a course be cancelled by JRACDM on this basis a full refund will be paid and a free transfer to another course venue/date offered.

Course booking cancellations by delegates are subject to the following fees: More than 20 working days before the event date - 20% of course fee; Between 11 and 20 working days before the event date - 50% of course fee; 10 or fewer working days before the event date - Full course fee.

Delegates who wish to transfer to another course within 20 working days of the event will be subject to an administration charge of £40.00 plus VAT.

Delegates who fail to complete all parts of the course will not be eligible for any refund or free transfer although exceptions may apply due to individual circumstances at the training provider’s discretion.

Delegates who fail the examination will be issued with a certificate of attendance.

Substitutions can be made at any time.