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:

**‘Introduction to Principal Designer role’ – Belfast, Thursday 16th November 2017**

**Payment details:**

**£180.00** (£150 + 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.comBACS Payment Details:TSB Bank PLCSort Code: 30-90-50 Account No.: 01857066Please include your Practice/organisation name as payment reference. |

**Terms and Conditions:**

Courses typically start at 09:00 each day and finish at 12:30 or 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.

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

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.

Substitution of delegates can be made at any time.