

CHILDCARE BUSINESS ADVISERS PROGRAMME

On-line blended programme:

Date:

BOOKING FORM

To reserve your place, please complete this form and send by email to cmi.registrations@silverpebble.co.uk, or by post or fax to the address at the bottom of the page.

Name of learner	Are you already a CMI member?	
Organisation name	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Address for correspondence		
		
		
Phone		
e-mail		
Authorised signature		
		

PAYMENT INSTRUCTIONS

Full payment is required with booking. A VAT receipt will be issued as soon as your payment has cleared.

To pay by bank transfer, please contact us for details. Alternatively, make cheques payable to Silver Pebble Ltd and send your remittance to the address below. We can arrange card payments but an additional fee is payable, and if you are personally funding your participation, we can offer an instalment plan — please contact us for details.

If you wish to pay by Purchase Order & Invoice, please contact us to make arrangements. All additional costs incurred (for example: mandatory discounts and charges imposed by your Purchasing department; significant administration time required to set up as a supplier, etc.) will be added to the invoice as an administration charge, and volume booking discounts (see below) may not apply. Invoices must be settled in full before training commences.

DISCOUNT FOR MULTIPLE BOOKINGS

Discount is available if you book more than one place on the same course at the full published price. Second and subsequent delegates benefit from a 10% reduction in the course fee.

Please note that discounts are discretionary and may not apply if you pay by Purchase Order and Invoice (see above).

If you have more than six delegates, please contact us to discuss an in-house option, which may be better value.

BOOKING TERMS AND CONDITIONS

If you cancel more than 8 weeks before the start of the course, we will refund your fee less £100 + VAT admin charge.

If you cancel your booking within 8 weeks of the start of the course, we will refund 50% of your fee.

If you cancel within 4 weeks of the start of the course, no refund will be paid.

You may substitute another delegate any time before the start of the course for an administration fee of £100 + VAT.

If we change the date of the course after you have booked, you can receive a full refund or the option to book on another date. We strongly recommend that you wait until you have received joining instructions before booking any travel tickets, as we cannot be liable for any irrecoverable costs that you may incur.