

Please complete all fields below for each programme which you wish to attend. For multiple delegates, you will need to complete one form per delegate.

Course/Programme title	Start date	Fee	
1			£.....+VAT
2			£.....+VAT
3			£.....+VAT
4			£.....+VAT

Please include any discount code

Total Fee £.....+VAT

ALL sections and fields are mandatory - Failure to complete all sections may delay the booking process. For multiple delegates, please complete one form per delegate.

Your details

(to be used on any certificates and correspondence)

Title _____

Surname _____

First name _____

Job title _____

CIPD membership number:

(To receive a CIPD membership discount (where applicable) please quote your membership number. Non-members are welcome on events).

Organisation _____

Organisation address _____

Country _____

Postcode _____

Work number _____

Registered Charity number:

(Include this to receive the charity discount)

Home address _____

Country _____

Postcode _____

Home number _____

Mobile number _____

Please provide your mobile number in case we need to contact you on short notice. We will not use it for marketing purposes.

Email _____

Please provide at least one email address as this will be our primary means of communication to confirm the booking, send joining instructions, and provide FREE access to the Virtual Learning Environment (should this form part of your programme).

BY TICKING THIS BOX I CONFIRM THAT THE ABOVE INFORMATION IS CORRECT AND I AGREE TO THE APPLICABLE TERMS AND CONDITIONS SET OUT ON THE CIPD WEBSITE (**CLICK HERE TO VIEW THEM**). THESE TERMS AND CONDITIONS OVERRIDE ALL OTHERS.

Print name

Date

Reasonable adjustments/Dietary requirements

Please tell us if you have any dietary requirements or would like us to consider any reasonable adjustments in order to complete your programme. We'll aim to contact you as soon as possible to discuss your request.

Payment details

Method of payment - choose one of two ways to pay

Payment must be received before the start of the course.

A VAT invoice/receipt will be returned to you which you can use as your tax invoice.

1 Please invoice my organisation

Recipient name

Purchase order number *(if applicable)*

Please consult your finance department if a purchase order number is required it must be included on this booking form.

Invoice address *(if different to delegate's address)*

NB Should your organisation fail to pay the invoice you will be liable for the outstanding payment.

2 To pay by credit card please include your contact number below and we will call you to take your payment

Tel

NB If your training is being fully or part funded by any third party, you consent to us providing such party with confirmation of your attendance, if requested.

Please complete this form and email to: eventsregistrar@cipd.co.uk

CIPD

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Data Protection

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your information to provide the products and services you requested from us in accordance with our privacy policy which can be found by visiting cipd.co.uk/privacy-policy

Please tick the box below if you're happy to hear from us from time to time by email about the other services we provide, such as our membership offerings, events, courses and content.

Email You can unsubscribe or change your marketing preferences at any time by visiting our marketing preference centre at cipd.co.uk/myprofile/communicationpreferences

By submitting this form you confirm that you accept our terms and conditions which can be found by visiting cipd.co.uk/terms-conditions