



Course Booking Form

Please complete carefully, your booking confirmation will be sent by email to the address provided.

Course Title:	
Course Dates:	
Delegate's Name:	
Job Title:	
Address:	
Telephone Number:	
email:	

I'd like to be added to your mailing list for courses, discounts and professional discussions **Yes / No** (Circle)

[Booking Terms & Conditions](#) – A booking constitutes a contract. Acceptance of our booking terms also includes agreement to our [Data Protection Policy](#) in accordance with GDPR.

How to book

- **Option 1:** Book online using our secure server at www.skillsdevelopment.co.uk giving credit or debit card details.
- **Option 2:** Complete the booking form and send by post together with a cheque made payable to SDS Seminars Ltd to: SDS Seminars Ltd., P.O. Box 254, UCKFIELD, TN22 9BN
- **Option 3:** If you need us to invoice your organisation and they **do not** use a purchase order system, then please send us a booking form **together with a letter of authorisation** from your employer confirming the full name and address for invoicing. **If your organisation uses a purchase order system** please ensure you provide the **purchase order document** itself together with the booking form. Please send this by email to info@sds-seminars.com or post to SDS Seminars Ltd, PO Box 254, Uckfield TN22 9BN.
 - Please note that **all required documentation must be received together with the booking form**. Bookings **cannot** be confirmed until all necessary invoicing approval and documentation is received. In addition, all courses must be paid for in advance of the training date. Without this, course attendance is invalid and cannot occur.
- **Option 4:** Telephone: 01825 763710 giving credit or debit card details.

No provisional bookings can be taken.

Booking Confirmation:

The booking is not confirmed and the place is not secured until the payment has been processed through the bank and/or the delegate has received a written booking confirmation. Confirmation of booking will be sent to the delegate by e-mail (please make sure that you provide us with the most up-to-date e-mail address during your booking). SDS Seminars Ltd is not responsible for any failure by the delegate to receive or read emails sent, for whatever reason. Delegates remain responsible for any cancellation or non-attendance that might arise, should such information be sent by SDS Seminars, but where the delegate has not received it. All communication from SDS Seminars Ltd will take place by e-mail.

Concessions:

- **Block bookings:** Groups of 4 delegates or 4 bookings from one delegate save £10 per delegate, per course - IF all applications are made in a single envelope with a single authorisation letter or payment or processed at the same time (please add a comment to the online booking form). This offer excludes Certificate or Diploma block bookings.
- **Early Bird Discount:** Applicable to most individual courses and indicated on the appropriate page for each course.
- **SDS Seminars Ltd reserves** the right to offer promotional discounts to individuals or organisations as it finds appropriate. Such discounts are NOT retrospective and do not apply to bookings already made.

SDS Seminars Ltd, P.O. Box 254, UCKFIELD, TN22 9BN
Tel: 01825 763710 e-mail: info@sds-seminars.com
www.skillsdevelopment.co.uk



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Cancellations - All cancellations should be received in writing only.

Individual Courses:

- Cancellation **in writing** in more than 14 calendar days prior to the first date of the course leads to a refund minus a £15+VAT per course day admin fee; **or** a full credit note to be used within 12 months of the issue date.
- Cancellation within 14 days of the event or failure to attend on the day of an event leaves the individual who is invoiced fully liable for payment. No refunds or transfers will be made in such instances.

Modular BPS Approved Certificate Courses Paid in Full:

- Cancellation **in writing** in more than 14 calendar days prior to the first date of the first module of the modular certificate course leads to a refund minus a £15+VAT per course day admin fee; **or** a full credit note to be used within 12 months of the issue date.
- Cancellation within 14 days of the first module or failure to attend on the day of any of the modules leaves the individual who is invoiced fully liable for payment. No refunds or transfers will be made in such instances.

BPS Approved Master Practitioner Diploma in CBT Paid in Full:

- Cancellation **in writing** in more than 28 calendar days prior to the first date of the first module of the Diploma course leads to a refund minus 5% admin fee.
- Cancellation within 28 days of the first booked module with no modules attended leads to a refund minus 25% admin fee.
- Cancellation of the full course after one or more modules have been attended by the student leads to a refund calculated as [Full price paid - (Price of the courses attended + Price of the courses within the next 28 days)] * 0.5

Evidence Reading and Case Formulation Modules:

- Cancellation **in writing** within 7 days after booking of any of ER and CF modules lead to a refund minus £15 + vat admin fee per module.
- Cancellations after 7 days of booking are non-refundable.

We recommend insurance is taken out to cover any non-attendance or cancellation costs.

SDS reserves the right to substitute trainers and/or move venues or postpone and reschedule courses in exceptional circumstances. In such circumstances, if you are unable to attend the rescheduled event you will be given a full refund or a full credit note for a future seminar, if you contact SDS in writing within 7 days of our notification of postponement or cancellation.

No refunds will be made in any circumstances except those listed above.

Filming:

Training events may be filmed or broadcast without prior notice by SDS Seminars and acceptance of this is a booking condition.

Please note that video and audio recording by the delegates is not allowed at any of SDS events. Thank you for your cooperation on this matter.

Webcasts:

Technical issues at the receiving end of a delegate's broadcast are the customer's responsibility. SDS Seminars is not responsible for any live broadcast issues but is responsible for providing all webcast delegates with free access to a webcast recording of a Seminar for 28 days following the broadcast.

Special Requirements:

If you have any special requirements, please notify SDS Seminars Ltd of them at the time of booking.

To change delegates:

Delegates may be substituted free of charge at any stage prior to the course so long as SDS Seminars Ltd are notified beforehand.