****

**Opt for learning**

**Workshop booking form**

Please complete and return to: admin@optforlearning.co.uk

Or post to: Admin @ Opt for learning, 5 Kynaston Road, London N16 0EA

|  |  |
| --- | --- |
| **Name** | **Position** |
| **Company** | **Address****Postcode** |
| **Tel:** | **Email:** |
| **Workshop**  | **Date** |
| **Name of delegate(s)** |
| **Dietary requirements** | **Special requirements** |
| **Payment Method: BACs / Cheque / Invoice****(Section 2.4 Terms and Conditions)** |
| I have read and accept the terms and conditions as stated overleaf |  |

If you have any queries please contact Coreen Nugent

coreen.nugent@optforlearning.co.uk or 020 7502 0536



**Opt for learning**

**Workshop booking terms and conditions**

1. **Definitions**
	1. **Opt for learning** means Organisations policies training ltd., registered office, Rex House, 354 Ballards Lane, North Finchley, London, N12 0DD.
	2. **Client** means the individual or organisation from whom the booking is received.
	3. **Delegate(s)** means the person(s) attending the workshop.
	4. **Workshop** means one, or a specific series of, training courses as defined in the programme outline.
2. **Booking and payment**
	1. Except where Opt for learning exercises its discretion to do otherwise, no delegate will be accepted onto any workshop until Opt for learning is in receipt of a fully completed booking form and payment, in full, of the workshop fee.
	2. Opt for learning will send email confirmation within 10 working days of receiving the booking.
	3. If the Workshop is full, Opt for learning will inform the Client the delegate has been placed on the reserve list and will contact the Client if a place becomes available.

2.4 Payment methods

 **By cheque** made payable to: Organisations policies training ltd (send to Amin @ Opt for learning, 5 Kynaston Road, London N16 0EA.

 **By BACs** payable to: A/c No: 00592513 Sort Code: 30-98-14

 **Credit card** via Pay Pal at [www.optforlearning.co.uk](http://www.optforlearning.co.uk)

 **Invoice** with purchase order number

1. **Delegate cancellations and substitutions**
	1. If the nominated delegate is unable to attend a workshop, the Client may nominate another person to attend at no extra charge.
	2. A full refund will be made for cancellations received in writing / email 30 days prior to the Workshop date.

3.3 There is no refund for cancellations made within 30 days prior to the workshop.

* 1. Transfers to another Workshop will not be accepted within 14 days prior to the Workshop.

3.5 The full course fee is payable for non attendance.

1. **Workshop cancellations**
	1. Opt for learning reserves the right to cancel workshops and notification of cancellations will be given as early as possible.
	2. The extent of liability for cancellation of Workshops is specifically limited to any workshop fee paid.
2. **Copyright of Workshop material**
	1. Ownership and copyright of al workshop material and documents shall remain with Opt for learning.

5.2 Delegates may use such materials and documents only for their personal / organisational use and such material and documents shall not be copied, given, sold, assigned or otherwise transferred in whole or in part to any third party without the express written consent of Opt for learning.

1. **Interpretation**
	1. This agreement shall be governed y and construed in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts.
2. **Force Majeure**
	1. Opt for learning shall not be liable to refund of fees or for any other penalty should Workshops be cancelled due to war, fire, strick, lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.