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AIIM Education Training Course BOOKING FORM



Complete the booking form and fax a copy to

+44 (0)1905 727609

All programme tuition fees are exc VAT and include tea and coffee, lunch and all course materials, as well as examination fees where appropriate.

Individual or Corporate members of AIIM benefit from a 10% discount on the tuition fee. When making payment please adjust the amounts involved as appropriate and provide evidence of membership.

We recommend that delegates stay overnight during the course within suitable travelling distance from the venue to take advantage of the networking opportunities.

Course _____ Course Date _____

Designation _____ First Name _____

Surname _____

Job Title _____

Company Name _____

Mailing Address _____

Email _____

Tel No _____

Invoice Address
(if different from above) _____

Accounts Tel No _____

I am an AIIM Member

Amount Payable _____
(Please complete payment option of your choice with complete details below:)

*** 1. Visa/Mastercard**

Card No _____

Name on Card _____

Expiry date _____

Signature _____

*** 2. Purchase Order**

P/O Number _____ Authorised _____

Executive _____

Date _____

*** 3. Cheque** enclosed

Payment may be made by cheque in pounds sterling for the appropriate amount. Payment may also be made by cheque in Euros - please call for appropriate amount (+44 (0) 1905 727600 and ask for Angela).

Cheques should be made payable to AIIM International Ltd, and mailed with a copy of this form to: **AIIM Europe, The iT Centre, 8 Canalside, Lowesmoor Wharf, Worcester WR1 2RR**. A VAT invoice will be issued to you (or the invoice address) in all cases.

* Please ensure payment details are completed to aid the booking process.

Terms & Conditions

1. Liability for payment of tuition fees arises at the time of booking. Where a cancellation is received in writing 14 days or more prior to the start of the course, a refund or credit note will be issued for 75% of the course fee. After this time liability for the full amount remains.
2. All payments, including those with acknowledged purchase orders, must be received 14 days prior to the start of the course. Where payment is not received prior to the start of the program the booking will be cancelled notwithstanding the fact that the liability of full payment still exists.
3. Delegates may be substituted up to 24 hours prior to the start of the course without charge.
4. Delegates may transfer to a later course, but must notify us 14 days prior to the start of the booked course, and will be liable for a 25% re-booking charge.
5. AIIM reserve the right to cancel the course at our discretion. Liability will be restricted to a refund of any tuition fees paid to us. AIIM will not be responsible for any consequential loss or costs such as flights and accommodation.

All personal data supplied will be treated as confidential and contact information will only be used by AIIM Europe, a division of AIIM International Ltd, to communicate programme arrangements with delegates and to inform them of related information management programmes, publications and events.

AIIM GLOBAL EDUCATION SERVICES
APPLICATION & AGREEMENT

Course Title: _____

Name (Applicant): _____

Company: _____

Address: _____

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The Applicant makes the following representations, warranties and covenants:

- (a) The information included in this application by Applicant is true and correct and is not false or misleading in any respect;
- (b) Applicant will abide by all rules, regulations, procedures and policies of the [ECM/ERM] certificate program (the “Program”), as amended from time to time; and
- (c) Applicant will not engage in unethical behavior or seek an unfair advantage in connection with any certificate examination, or assist others in doing so, such as by copying answers from another candidate, providing assistance to another candidate, or using unauthorized materials during the exam, and should Applicant become aware of such conduct by others, Applicant will report it to AIIM.

Applicant understands that failure to abide by these representations, warranties and covenants will result in disciplinary action, including, but not limited to, expulsion from the Program, cancellation of exam scores, revocation of certified status, and/or disqualification from future examinations and programs.

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Applicant acknowledges and agrees that Applicant will not be entitled to use or display any Program names, designations, marks or logos unless and until Applicant has successfully completed the Program (including, without limitation, passed the exam) and has executed the Program license agreement provided by AIIM.

Please sign below to accept these terms and this will form a valid contract between Applicant and AIIM. You must sign to continue with the Program.

Signature _____

Date _____