

Booking Terms & Conditions 2011

Fees

Programme fees must be paid in full at least four weeks (28 days) before the start of each programme. Fees include all tuition costs, materials supplied during the programme and light refreshments during each programme day.

Your booking is not confirmed until payment has been received. Payment can be made either by cheque (bankers draft) or by bank transfer.

Accommodation is non residential and is the responsibility of the participant. However, RIPA International can assist with arrangements for accommodation. Meals and travel are also the responsibility of the participant.

Payment Details

Payment is required at the time of booking and can be made in one of the following ways in GBP (sterling). All bankers drafts and cheques must be payable to **Capita Business Services Ltd.**

1. By BACS (money transfer) direct to our bank account –

Barclays Bank Plc			
Address:	28th Floor, Multinational Corporate Team 1 Churchill Place Canary Wharf London, E14 5HP United Kingdom	Sort Code:	20-67-59
		Account Name:	Capita Business Services Ltd.
		Account Number:	60864978
		IBAN:	GB52 BARC 2067 5960 8649 78
		Swift Code (BIC):	BARC GB22

When making payment by BACS please quote delegate surname and/or invoice number and programme attending.

2. By bankers draft or cheque in GBP (sterling) to Capita Business Services Limited and posted to –

Address:	RIPA International, 17 Rochester Row, London, SW1P 1LA
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VAT

Value Added Tax (VAT) regulations, effective from 1 October 1993 state that training services are zero rated for Government officials and public servants. When applying for programmes applicants must provide a statement confirming they are employed by their Government in 'furtherance of its sovereign activities' and this must be endorsed with a departmental stamp to be exempt from VAT. All other participants including those employed by Government – owned businesses or sponsored commercial organisations, are liable to pay the prevailing rate of VAT, which will be 20% effective of 1 January 2011.

Substitutions

If you are unable to attend a booked programme or workshop we will accept a substitute at any time without penalty.

Transfers

It is usually possible to transfer to another programme or workshop. Please call us and we will advise you. However, only one transfer is permitted.

Cancellation

All cancellations must be made in writing. Programme fees will be carried forward to another programme subject if required.

Alternatively:

For cancellations received **up to 56 days before** the start of the course we will **refund 100%** of the course fee.

For cancellations received **within 29 days to 55 days** before the start of the course we will **refund 80%** of the course fee.

For cancellations received **within 28 days** of the start of the course we will **refund 50%** of the course fee.

For cancellations received **within 14 days** of the start, or if a delegate fails to attend the course, **the whole course fee will be charged.**

Tuition Fees paid are non-refundable except as outlined in the above cancellation terms. If you have been refused a visa or entry to the UK, the programme fee will be refunded, incurring an administrative fee of £300, provided the following conditions are met;

- RIPA International is provided with the original letter issued by the British High Commission/Embassy confirming the refusal of visa
- You have not appealed against the refusal of visa. If an appeal has been lodged, the fees will be refunded only upon receipt of documentary evidence that the appeal has been dismissed
- RIPA International Joining Instructions and Confirmation of Attendance and receipt of fees paid are returned to RIPA International in original form
- You have not entered the UK

Open Training Programmes and Workshops

RIPA International programmes and workshops are regularly reviewed and updated. We reserve the right to make alterations to the programme or to cancel a programme at anytime and to increase the price of a programme. In the event of this occurring an alternative programme date or programme will be offered or a full refund or credit given if the programme you have booked onto is cancelled. All information is correct at the time of going to press.

Programme Documentation

All Delegates will be provided with handouts that will be a useful reference on return to work. Prior to completion of your programme you will receive your programme notes electronically on a USB memory drive. This will eliminate any additional excess luggage costs from heavy programme materials. All programme and workshop materials are copyrighted and may not be reproduced without prior permission in writing from RIPA International.

Visas

Arrangements for visa (if required) are your responsibility. Please contact your own British Embassy to find out whether you will need a visa to visit the United Kingdom. Obtaining a visa may take some time; delegates are advised to start this procedure as soon as possible. RIPA International will provide assistance where needed.

Please note that further visas may be required if you are going to visit other countries within the European Union during your stay. It will be necessary to make sure that your visa will allow you re-entry into the UK.