

# Booking Terms and Conditions

## Fees

Course fees must be paid in full at least 4 weeks before the start of each course. Fees include all tuition costs, materials supplied during the course and light refreshments each course day.

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

Accommodation is non residential and is the responsibility of the participant. However RIPA can help with arrangements for accommodation. Please refer to page 5 for further information. Also note that 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.

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

2. By Bankers draft in pounds to Capita Business Services Limited Sterling and posted to:

<b>Address:</b>	RIPA International, 17 Rochester Row, London, SW1P 1LA
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When making payment by BACS please quote delegate surname and/or invoice number and course attending.

## 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 courses 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 standard rate of VAT, currently 17.5%.

## Substitutions

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

## Transfers

It is usually possible to transfer to another programme please call us and we will advise you. Please note that only one transfer is permitted.

## Cancellation

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

Alternatively:

- For cancellations received more than eight weeks before the start of the course we will refund 100% of the course fee
- For cancellations received within four to eight weeks before the start of the course we will refund 80% of the course fee
- For cancellations received within four weeks of the start of the course we will refund 50% of the course fee
- For cancellations received within two weeks of the start, or if a delegate fails to attend the course, the fee will be charged.

## The Open Training Programme

RIPA International courses are regularly reviewed and updated. We reserve the right to make alterations to the programme, to cancel a course at anytime. An alternative course date or course will be offered or a full refund or credit given.

## Course Documentation

All Delegates will be provided with handouts that will be a useful reference on return to work. All course 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 will give assistance where needed.

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