

SCCH Health Psychology Consulting REGISTRATION FORM



Event Name(s):.....
.....
Training Date(s):.....

By completing and submitting this form you are committing to book and pay for the identified training events and confirming that you have read and agree to our booking conditions on the reverse of this form

SECTION 1 – ABOUT YOU

Title..... Forename Surname
Job Title*..... E-mail address
..... Daytime tel no
Postal address (inc postcode) Mobile
..... *If you are a student, please include the course you are registered on

SECTION 2 – EVENT REGISTRATION

Concession
Not in training/ Qualified Psychologist
Other rate i.e. package

TOTAL AMOUNT DUE	£
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Please state package type:

SECTION 3 – FURTHER REQUIREMENTS

Please let us know about any requirements you have (e.g. access/learning needs)

SECTION 4 – YOUR PAYMENT (please tick payment method)

- I will make a direct payment to the SCCH Consulting Business Account. Acc. Number: 58962460 Sort Code: 30-84-76.
 PLEASE send me a request for payment to my e-mail account via PayPal (payment will incur the PayPal charge (3.4% plus 20p)) (you do not need to be a PayPal member to use this option).
 PLEASE INVOICE Enter the name & full postal address to whom the invoice should be sent below.

Name:
Address:
Tel No

Invoices will be emailed to the email address stated below

Invoice Email Address: (required)

*Official Purchase Order Number..... (required)

*Official Purchase Order numbers must be stated in order for us to raise an invoice. Please send this document with the registration form. If the delegate does not include this information, the registration will not be processed.

All invoices must be paid in full within 28 days of being issued.

(NB: Invoices cannot be produced for overseas addresses. Please contact SCCH Consulting if you wish to make a bank transfer (Section 4.3)

**IF YOU WISH TO PAY BY CREDIT/DEBIT CARD PLEASE USE OUR SECURE ONLINE BOOKING SYSTEM AT
<http://www.scchconsulting.com/#!training-shop/c1t1s>**

IMPORTANT NOTES ABOUT COMPLETING THIS FORM

Section 2

1. Please ensure that you identify whether you are applying for the concession or the not in training rate, and also whether you are booking a package/special offer.
2. Please add up all the fees and enter the amount owed for the training event(s) in the **Total Amount Due** box.
3. Concession rates apply to student currently registered on UK Undergraduate, post-graduate, Stage 2 courses.

Section 3

1. Please ensure if any **access, hearing or mobility requirements** are listed for the person attending the training.

Section 4

1. Please note that we cannot accept payments by Solo, Diners Club or by cheque.
2. If an invoice is **required** please complete the details in full and **include an official purchase order number with the official purchase order document sent with the registration form**. We are not able to issue an invoice without this. An official purchase order is a document or form used by a customer to issue an order for goods or service.
SCCH unique tax reference number (UTR) is: 29956 67014
Account Number: 58962460 **Sort Code:** 30-84-76
If you are paying by bank transfer please be sure to let us know the exact date, amount and the transfer reference.

TERMS AND CONDITIONS

1. The submission of the registration/ booking form serves as a contract between the delegate and SCCH Consulting.
2. **Payment** should be made in the following ways:
 - BACS transfer: should be made within 48 hours of submitting the booking form.
 - Pay Pal payment: SCCH will send an invoice to the e-mail address that you include on the registration/ booking form. Payment should be made within 48 hours of this date.
 - Workplace Invoice: The purchase order number or the details of the person who can confirm that the organisation has allocated the total amount of the training cost must be included within the registration/ booking form. The deadline to request a workplace invoice is 28 days prior to the event unless otherwise approved by SCCH Consulting. SCCH Consulting will then issue an invoice to the organisation. Payment should be made within 28 days.
 - Payment should include the reference number provided/ name of the applicant and training event. If the delegate has not received a confirmation email and receipt of the booking within two weeks, please contact SCCH Consulting. Delegates are advised not to book travel or accommodation until 30 days prior to the event (refer to point 4)
3. SCCH Consulting reserves the right to alter venue, dates, content, tutors and format of the course. Applicants will be notified at least 30 days prior to the training date if there are changes to the event.. If it is not possible for SCCH Consulting to re-arrange a training date then the fee will be refunded (less PayPal booking fee if payment was made using this method).
4. **Substitution policy** The delegate can change the name on the booking up to one week before commencement of the event by contacting info@scchconsulting.com. Verbal substitutions will not be accepted.
5. Packages cannot be shared under any circumstances.
6. Force majeure; SCCH Consulting will not be liable for any failure to provide or delay in the provision, all services, as a result of events or matters outside its control.
7. It is the applicants responsibility to ensure payment is made in full before attending the conference. If the payment isn't made in full the applicant will not be able to book onto any conference/workshop ran by SCCH Consulting until the debt is cleared in full.
8. In order to fulfil our obligations to the tutors, the venue and the other participants who have signed up to the programme no refund will be given in the event that the applicant wishes to cancel their training place. Refunds are granted at the discretion of SCCH Consulting taking into consideration the circumstances applicable to the students request.
9. By providing the personal information on the application form you are agreeing to the SCCH Consulting processing and holding it only for the purposes stated in the Data Protection Act.
10. The e-mail address the applicant has provided may be used by the SCCH Consulting to communicate matters relating to the event registration and future training events run by them. **If you do not wish to receive these, please tick here []**.
11. The e-mail address the applicant provided is shared with attendee's of the training event booked for the purposes of facilitating networking. **If you do not wish to be included in this, please tick here []**.

See www.scchconsulting.com for the latest training information

Return the form with your payment or invoicing instructions to:
SCCH Consulting, 40 Handel Way, Edgware, HA8 6LG

Tel: 07714 647 921. E-mail: info@scchconsulting.com

Web: www.scchconsulting.com