ICAN SUPERVISION BOOKING FORM

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| IF YOU ARE UNSURE WHAT DETAILS TO PROVIDE, CONTACT WENDY SHERWOOD [wendy@ican-uk.com](mailto:wendy@ican-uk.com)  **SECTION 1 - PAYMENT DETAILS**  **SELECT THE RELEVANT OPTION:** | |
| 1. **PLEASE PROVIDE AN INVOICE IN ORDER TO RAISE A PURCHASE ORDER**  [click in the box to check it] 2. **PLEASE PROVIDE AN INVOICE FOR PO NUMBER:**   Click or tap here to enter text.   1. **PLEASE PROVIDE A PayPal INVOICE to this email address (NOTE that you can pay by card via PayPal – you don’t have to have a PayPAl account, so this option is also for paying directly):**   Click or tap here to enter text.  FOR **1)** AND **2)** ABOVE, PLEASE PROVIDE BELOW THE CONTACT DETAILS OF THE PERSON OR DEPT THAT THE INVOICE SHOULD BE SENT TO.  NAME/DEPT: Click or tap here to enter text.    Email:Click or tap here to enter text.  Full name of Trust/Independent organisation Click or tap here to enter text. | |
| **SECTION 2 - SESSION ATTENDANCE**  **Please indicate if you know now that you/your staff will not attend any of the following sessions:**  **3rd Sept, 10.00-11.15 NO**  **10th Sept, 10.00-11.15 NO**  **1 Oct, 10.00-11.15 NO**  **15 Oct, 10.00-11.15 NO**  **29 Oct, 10.00-11.15 NO**  **Nov 12th, 09.00 / 09.15 - 10.15 /10.30 NO**  **Nov 26th, 09.00 / 09.15 - 10.15 /10.30 NO**  **Dec 10th, 09.00 / 09.15 - 10.15 /10.30 NO** | |
| **BOOKING MADE BY** Click or tap here to enter text.  EMAIL Click or tap here to enter text. | |
| **SUPERVISEE DETAILS:** | |
| **NAME 1** | **NAME 2** |
| EMAIL | EMAIL |
|  |  |
| **NAME 3** | **NAME 4** |
| EMAIL | EMAIL |
|  |  |
| **NAME 5** | **NAME 6** |
| EMAIL | EMAIL |
|  |  |
| **NAME 7** | **NAME 8** |
| EMAIL | EMAIL |
|  |  |
| **NAME 9** | |
| EMAIL | |
|  | |
| **NAME 10** | |
| EMAIL | |
|  | |

I HAVE READ AND AGREE TO THE TERMS & CONDITIONS  (see below). A supervision contract will be sent in due course.

NAME: Click or tap here to enter text.

DATE: Click or tap here to enter text.

SEND THIS FORM TO Wendy Sherwood wendy@ican-uk.com

**ICAN TERMS & CONDITIONS**

Please read these terms and conditions carefully.

**1. Booking process**

To book a place on an ICAN event, the booking process must be completed providing details of each applicant.

Completion of the booking process and acceptance of our terms and conditions forms your contract with ICAN to pay for this course, whether you pay yourself or your employer pays – making a booking through completion of this form is a commitment to paying for the event that you have booked. The booking contract will be between the person making the booking (the name given against ‘Booking made by’ on the booking form) and ICAN, even if the person making the booking is doing so on behalf of other people/delegates.

**2. Payment of event fees**

Event fees are advertised in British Pounds Sterling (GBP).

**To pay by electronic transfer:**

Barclays Bank Sort Code: 20-91-79

Account Number: 73504484

Account name: MRS W J SHERWOOD

Trading as ICAN (International Creative Ability Network)

You can pay by **PayPal** or by **payment/credit card** via PayPal – if you have chosen this method [wendy@ican-uk.com](mailto:wendy@ican-uk.com) will send you a PayPal invoice for this process.

**To request an invoice**. Either provide the details of who an invoice should be sent to in order to raise a purchase order, or attach a purchase order or the essential details of a purchase order to this form.

**Payment and Late payment charges**

Our contracted terms of payment are strictly 30 days unless paying with a credit card whereby payment terms are 48 hours.

Should you fail to meet these terms ICAN will make late payment charges:

Late payment charges:

**Between 1 and 30 days late £5 per day will be charged regardless of invoice value**

**Between 31 and 90 days late £10 per day will be charged regardless of invoice value**

**For invoices over 90 days late a charge of £30 per day will be made**

Late payment charges will be raised on a separate invoice and will be sent at the end of each month after the original invoice was due. Failure to pay an invoice on time will always result in a late payment charge.

Compensation will be sought for late payment at the following amounts:

Up to £999.99 = £40 compensation charge

£1000 - £9,999.99 = £70

In the event of you using a purchase order system for allocating invoice costs you will need to arrange these to cover the cost of late payment and compensation charges. Failure to pay late payment charges for any reason will result in legal recovery action. In the event of invoices being outstanding for longer than 60 days, we shall be entitled to cancel all your outstanding bookings and all outstanding invoices will become immediately due and payable.

**3 Cancellation and variation of events by ICAN**

ICAN reserves the right to change advertised details of events including event/training content, dates, timetable, venue and facilitators etc. If we have to cancel an event, we will inform all participants at the earliest opportunity and offer a rescheduled date.

**4 Cancellation of bookings**

If you wish to cancel a booking you must notify ICAN in writing and pay cancellation charges. These are a percentage of the full cost for providing the booked services and depend on how long before the event ICAN receives notification of cancellation (excluding the day on which the event was to commence and the day that ICAN receives notice of wish to cancel). We regret that we have to do this, however all bookings involve administrative costs and it is difficult to fill spaces made vacant by late cancellations. Cancellation charges depend on when we receive your written/emailed cancellation notice:

If cancelled more than 28 days before the event date, we will refund 50% of event fees

* If cancelled between 14 and 28 days before the event date, we will refund 35% of event fees.

For bookings cancelled less than 14 days before the event date or for 'non-attendance’, no refund will be made. If the invoice is unpaid at the time of cancellation, you will still be liable for 100% of the event fee.

* **6 Non-attendance**
* Non-attendance at the event due to illness or for personal or professional reasons does not give rise to the right to refunds or a transfer. However, in such an event we will consider all the circumstances and take such action that we consider to be fair and reasonable.
* Please note that if alternative options are offered there may be an additional charge.
* **7 Data protection**
* Your personal information will be held and used in accordance with the Data Protection Act 1998 and EU General Data Protection Regulation. We will never share your details with external agents.