ICAN COURSE AND CPD EVENTS 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 – EVENT DETAILS**  **EVENT – Zoom-based teaching-learning on the VdTMoCA for occupational therapists.**  **8 sessions from Sept-Dec 2021**  **Cost £6.25 per session per person**  See Terms and Conditions at the end of this form.  **SECTION 2 – INVOICE AND PAYMENT DETAILS**  **SELECT THE RELEVANT OPTION:** | |
| **PAYMENT HAS BEEN MADE BY DIRECT BANK PAYMENT TO W J SHERWOOD**  BARCLAYS BANK ACCOUNT 73504484  SORT CODE 20-91-79  REFERENCE (Put your surname as the payment reference when you make the payment, and state it here) Click or tap here to enter text.  DATE OF PAYMENTClick or tap here to enter text. | 1. **PLEASE PROVIDE AN INVOICE IN ORDER TO RAISE A PURCHASE ORDER**  [click in the box to check it] Provide invoicing details below 2. **PLEASE PROVIDE AN INVOICE FOR PO NUMBER:**   Click or tap here to enter text.  Provide invoicing details below  FOR **1)** AND **2)** ABOVE, YOU SHOULD PROVIDE THE CONTACT DETAILS OF YOUR MANAGER/THE PERSON OR DEPT THAT THE INVOICE WILL BE SENT TO – enter below.  NAME/DEPT: Click or tap here to enter text.  Email:Click or tap here to enter text.  Telephone:Click or tap here to enter text.  Full name of Trust/Independent organisation Click or tap here to enter text. |
| **SECTION 3**  **BOOKING MADE BY** Click or tap here to enter text.  EMAIL Click or tap here to enter text.  TELEPHONE NUMBER Click or tap here to enter text. | |
| **SECTION 4 – BOOKING**  Book all sessions or specific sessions below.  NB: This event is bookable for occupational therapists trained in the VdTMoCA only. | |
| **There are 2 options to choose from.**  **Option 1**  **All 8 sessions @ £50 per person**  Number of places required Click or tap here to enter text. Provide details of participants below.  If more than 5 places are required, contact wendy@ican-uk.com  Participant name Click or tap here to enter text.  Email address Click or tap here to enter text.  Participant name Click or tap here to enter text.  Email address Click or tap here to enter text.  Participant name Click or tap here to enter text.  Email address Click or tap here to enter text.  Participant name Click or tap here to enter text.  Email address Click or tap here to enter text.  Participant name Click or tap here to enter text.  Email address Click or tap here to enter text. | |
| **Option 2**  **Individual sessions @ £6.25 per session per person**   If you wish to book specific sessions for more than one person, a booking form must be completed for each person.  Participant name Click or tap here to enter text.  Email address Click or tap here to enter text. | |
| **21 September, 15.45-17.00** Reviewing the main concepts of the VdTMoCA | |
| **12 October, 15.45-17.00** The assessment process | |
| **19 October, 15.45-17.00** Assessment for Tone and Self-differentiation | |
| **26 October, 15.45-17.00** Assessment for Self-presentation and Passive Participation | |
| **2 November, 15.30-16.45** Treatment on Self-differentiation (including transition to Self-presentation) | |
| **16 November, 15.30-16.45** Treatment on Self-differentiation (including transition to Self-presentation) | |
| **30 November, 15.30-16.45** Treatment on Self-presentation and Passive Participation | |
| **14 December, 15.30-16.45**Treatment on Self-presentation and Passive Participation | |

I HAVE READ AND AGREE TO THE TERMS & CONDITIONS  (see below)

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 before booking your place on an ICAN event.

**1. Booking process**

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

1.2 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 forms 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.

1.3 The client is advised to request trainees to add [wendy@ican-uk.com](mailto:wendy@ican-uk.com) to their email list of contacts to minimise the potential for training details being emailed from this address being blocked or sent into spam/junk mail folders. Wendy Sherwood takes no responsibility for trainees not being cognisant of training arrangements due to firewall protection by the trainee’s IT provider/email provider.

**2. Postponement, cancellation and variation of events by ICAN**

2.1 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. If an event is cancelled, ICAN will reimburse all event fees paid.

If we have to change the dates of an event or postpone an event, applicants may request a full refund of event fees if the new dates are not convenient.

1. **Cancellation by the client**

3.1 ICAN must be notified of cancellations in writing and are subject to cancellation charges as stated below. The cancellation charges 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 day was to commence and the day that ICAN receives notice of wish to cancel).

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| **Period before event that ICAN**  **receives cancellation notice** | **Cancellation charge** |
| 14 days prior | 35% of the full fee amount will be non-refundable |
| 7 days prior | 60% of the full fee amount will be non-refundable |
| Less than 7 days prior | 100% of the full fee amount will be non-refundable |

* **4. Data protection**
* Personal information is held and used in accordance with the Data Protection Act 1998, EU General Data Protection Regulation and GDPR. Details are never shared with external agents.

**5. 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.

**6.** **Quality and value**

ICAN is committed to providing the highest quality service to its clients. Through sharing knowledge about best practice for the application of the model, ICAN aims to support health care professionals to gain positive outcomes for clients and services. Wendy Sherwood is responsible for ensuring professional excellence in all of ICAN’s services to assure that ICAN delivers high quality training to you and your workforce. Service evaluation is actively sought and acted upon to maintain ICAN’s reputation for excelling in quality and in meeting continuing professional needs.