

TRAINING COURSE BOOKING FORM

Document & Information Security Course

1-day course with optional overnight stay

It is advised that students have 12 months experience in a relevant role or an understanding of the Government Security Classification scheme

Course date:

Course Timings: The Course starts at 10am and ends at approx. 4.00pm

Course Venue: Courses are held at the Puckrup Hall Hotel, Tewkesbury, Gloucestershire GL20 6EL.

<u>COURSE FEE</u>			
Fee includes all course materials, lunch and refreshments throughout the day of the course.	Non Member	£505 +VAT	
	Associate Member	£455 +VAT	
	*DISA Member	£385 +VAT	
Dinner and overnight bed and breakfast accommodation the night BEFORE the course		£100 + VAT	

Surname	Forenames	Known As	Title

Job Title

Company/Organisation

Company Address

Invoice Address

Postcode	Postcode

Telephone No

Mobile No

Finance Department email address

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Delegate email address

PLEASE INDICATE

I am a DISA Member	
I am a DISA Associate Member	
I wish to apply for DISA Membership – Please return a DISA Membership Application form (available on our website) with the Training Course Booking form	
I wish to apply for DISA Associate Membership – Please return a DISA Associate Membership Application form (available on our website) with the Training Course Booking form	

Purchase Order No

Special Dietary Requirements

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HOW TO BOOK

The Terms and Conditions below must be hand-signed and dated, in order for the training course booking to be processed.
Email the completed form to: training@thedisa.org

HOW TO PAY

An invoice and order acknowledgement will be emailed to the delegate once the booking has been processed. Invoice copies can be emailed to finance departments, for payment by BACS, if an invoicing email address has been provided overleaf.
Payment can also be made by card; please phone 0870 458 9636 - an emailed receipt will be issued.

TERMS & CONDITIONS OF BOOKING

Invoicing, Payment & Fees:

1. In order to secure a place on the course, payment must be received **before** the course start date.
2. Joining instructions will be emailed to the delegate approximately 2 – 3 weeks prior to the course start date.
3. DISA do not accept provisional bookings nor operate a waiting list for course spaces.
4. Fees are correct at time of printing, but may be subject to adjustment as notified at the time of booking.
5. Fees may be adjusted when transferring a booking to another person if their membership status is different from that of the original delegate.
6. DISA Membership or DISA Associate Membership fees related to this booking are non-refundable.

Cancellations:

Cancellations must be notified to DISA by email to: training@thedisa.org

1. Cancellations made 30 working days (Mon – Fri) or more before a course start date will not incur a charge.
2. Cancellations made later than 30 working days, but not less than 14 working days before a course start date, will incur a 25% administration fee.
3. Cancellations made less than 14 working days before a course start date will incur the full cost of the course fee and any exam fee.
4. Failure to attend a course will be regarded as a less than 14-day cancellation and your payment will be forfeited.

Transfers:

Transfer requests must be notified by email to: training@thedisa.org

1) To a different course:

- If made between 30 and 14 working days (Mon – Fri) before the original course start date the request will incur a 25% administration fee.
- Transfer requests received less than 14 working days before a course start date will incur the full cost of the course and any exam fee.

2) To another person:

- If made before 14 working days of the course start date the request will not incur a charge.
- Transfers to another person made less than 14 working days before the course start date will incur a £75.00 administration fee.

Please note that the course fees may be adjusted when transferring the booking to another person if their membership status is different from that of the original delegate. DISA Membership and DISA Associate Membership are non-transferable.

By signing this form, you are agreeing to the Terms and Conditions above and are entering into a Contract with DISA.

I agree to the Terms and Conditions above and confirm that I am the budget holder or that I am authorised by the budget holder to place this booking. Please note that we cannot process booking forms that are electronically signed.

Signature

Date