### Fees: £2500 per delegate

### Participant(s) Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant Name** | **Position** | **Title** | **Date** | **Email Address** |
| 1.  |  | **Professional Certificate in Leadership And Management** | 19/02/2024-22/02/2024 |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |
| 4.  |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

### Key Contact Details Invoice Details

|  |  |
| --- | --- |
| Name: Department: Address: Telephone: Fax: Email:  | Name: Organisation: Department: Address: Telephone: Fax: Email: [ ]  Same as key contact details |

### Method of Payment

[x]  Please invoice my organisation for a total of £
[ ]  I enclose a cheque for payable to *International Centre for Parliamentary Studies Ltd*[ ]  I will pay the sum of by credit card. Please contact me to obtain my details.

**NOTE: UK registrants and non-UK private sector/ individual registrants are subject to the UK VAT, charged at 20%**

### Terms and Conditions

Invoices are dispatched immediately upon receipt of a valid registration form, and payment must be made within 30 days of receipt of the invoice. If a registration form is submitted less than 30 days before the start of the event, payment must be made immediately upon receipt of an invoice from ICPS. Failure to adhere to these payment terms may result in ICPS cancelling your place on the course. Cancellations will be accepted in writing no later than 30 days prior to the date of the event and are subject to an administrative fee equal to 25% of the applicable per-delegate rate and charged per cancelled delegate place. Cancellations received within 30 days of the event will be subject to the full delegate fee, which will also be charged in the event of non-attendance. Notwithstanding, delegate substitutions may be issued in writing at any time and will not be subject to any charge. ICPS reserves the right to change the date of the programme.

Signed:

Date:

### PLEASE EMAIL BACK TO aaisha.nazeer@parlistudies.org