

# RIPA Energy Booking Form 2009/2010

Please complete this form to reserve your place. Please write in CAPITAL LETTERS using a black pen. **Continued overleaf.**

## Delegate Information

Title	Surname
Forenames	
Date of Birth (DD/MM/YY)	
Nationality	
Job Title	
Organisation	
Address (work)	
City	Country

## Contact Details

Telephone (home)
Telephone (work)
Mobile
e-mail
Fax
Name of approving manager
Telephone

## Further Information

RIPA Energy courses are conducted in English  
 (please tick the box to confirm you are proficient in English)

Have you been on a RIPA Energy/RIPA International course before?  
 Yes  No

If yes, please state the course title and when?

How did you hear about this programme?

Directory  e-mail shot  Exhibition  
 Mailing  Website  Account Manager

If other, please specify

## Course Requested

Course Name	Start Date	Finish Date	Fee
1.			£
2.			£
			Add 15% VAT* £
			TOTAL £

\* VAT at the standard rate, currently 15% will be charged on course fees to all companies and individuals in the UK and overseas. Where the supply is made to a foreign government in furtherance of its sovereign activity and evidence of this is provided with a departmental stamp, the fees for the training will be zero rated.

## Payment

Payment is required at the time of booking, please state method of payment

Cheque  
 BACS (money transfer)

Please see Terms and Conditions (on reverse) for payment and bank details.

Have you confirmed who will be funding your training?  
 Yes  No

I accept the terms & conditions set out in RIPA Energy's training programmes

Signed

Date (DD/MM/YY)

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## Booking Terms and Conditions

### Are you exempt from paying VAT?

Value Added Tax (VAT) regulations, effective from 1 October 1993, state that training services are zero for government officials and public servants. When applying for course applicants must provide a statement confirming they are employed by their Government in 'furtherance of it's sovereign activities' and this must be endorsed with a departmental stamp to be exempt from VAT. All other applicants, including those employed by Government-owned businesses or sponsored commercial organisations, are liable to pay the standard rate of VAT, currently 15%.

UK value Added (VAT) (Please tick either box A or B)

A – This delegate qualifies for UK VAT relief

B – This delegate does not qualify for UK VAT relief

If you have ticked box A, please stamp the box below with your official government stamp this will exempt you from VAT. VAT will be charged unless this section is signed and stamped.

I certify that	
Is employed by the Government of	
In furtherance of its sovereign activities	
Signed	
Position	Date

\*VAT is subject to the UK prevailing rate and may change.

#### Fees

**Course fees must be paid in full at least four weeks (28 days) before the start of each course. Fees include all tuition costs, materials supplied during the course and light refreshments during each course day.**

Your booking is not confirmed until payment has been received. Payment can be made either by cheque (banker's draft) or by bank transfer.

Accommodation is non residential and is the responsibility of the participant. However, RIPA Energy can assist with arrangements for accommodation. Meals and travel are also the responsibility of the participant.

#### Payment Details

Payment is required at the time of booking and can be made in one of the following ways in GBP (sterling).

All bankers drafts and cheques must be payable to Capita Business Services Ltd.

#### By BACS (money transfer) direct to our bank account

**Barclays Bank Plc**  
28th Floor  
Multinational Corporate Team  
1 Churchill Place  
Canary Wharf  
London, E14 5HP  
United Kingdom

**Sort Code:** 20-67-59

**Account Name:**  
Capita Business Services Ltd.  
**Account Number:** 60864978  
**IBAN:**  
GB52 BARC 2067 5960 8649 78  
**Swift Code (BIC):** BARC GB22

When making payment by BACS please quote delegate surname and/or invoice number and course attending.

#### By bankers draft or cheque in GBP (sterling) to Capita Business Services Limited and posted to:

RIPA International  
17 Rochester Row  
London  
SW1P 1LA

#### VAT

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#### Open Training Programmes

RIPA International courses are regularly reviewed and updated. We reserve the right to make alterations to the programme or to cancel a course at anytime and to increase the price of a course. In the event of this taking place an alternative course date or course will be offered or a full refund or credit given if the course you have booked onto is cancelled. All information is correct at the time of going to press.

#### Course Documentation

All Delegates will be provided with handouts that will be a useful reference on return to work. Prior to completion of your course you will receive your course notes electronically on a USB memory drive. This will eliminate any additional excess luggage costs from heavy course materials. All course materials are copyrighted and may not be reproduced without prior permission in writing from RIPA Energy.

#### Visas

Arrangements for visa (if required) are your responsibility. Please contact your local UK High Commission to find out whether you will need a visa to visit the United Kingdom. Obtaining a visa may take some time; delegates are advised to start this procedure as soon as possible.

Please note that further visas may be required if you are going to visit other countries within the European Union during your stay in the UK. It will be necessary to make sure that your visa will allow you re-entry into the UK.

#### Substitutions

If you are unable to attend a booked course we will accept a substitute at any time without penalty.

#### Transfers

It is usually possible to transfer to another programme. Please call us and we will advise you. However, only one transfer is permitted.

#### Cancellation

All cancellations must be made in writing. Course fees will be carried forward to another course subject if required.

Alternatively:

For cancellations received **up to 56 days before** the start of the course we will **refund 100%** of the course fee.

For cancellations received **within 29 days to 55 days before** the start of the course we will **refund 80%** of the course fee.

For cancellations received **within 28 days** of the start of the course we will **refund 50%** of the course fee.

For cancellations received **within 14 days** of the start, or if a delegate fails to attend the course, **the whole course fee will be charged.**

Tuition Fees paid are non-refundable except as outlined in the above cancellation terms.

If you have been refused a visa or entry to the UK, the course fee will be refunded, incurring an administrative fee of £300, provided the following conditions are met;

- RIPA Energy is provided with the original letter issued by the British High Commission/Embassy confirming the refusal of visa.
- You have not appealed against the refusal of visa. If an appeal has been lodged, the fees will be refunded only upon receipt of documentary evidence that the appeal has been dismissed.
- RIPA Energy Joining Instructions and Confirmation of Attendance and receipt of fees paid are returned to RIPA Energy in original form.
- You have not entered the UK.