



Online Learning Booking Form

Course	Price	Number of modules
<u>Cable Sizing</u>	£300 (£360 inc VAT)	
<u>Introduction to Mechanical & Electrical Building Services</u>	£300 (£360 inc VAT)	
<u>Hot and Chilled Water Pipework Systems</u>	£300 (£360 inc VAT)	
<u>Low Voltage Distribution</u>	£300 (£360 inc VAT)	
<u>Heating System Design</u>	£300 (£360 inc VAT)	
<u>Lighting Design</u>	£300 (£360 inc VAT)	
<u>Ventilation Design</u>	£300 (£360 inc VAT)	
<u>High Voltage Distribution</u>	£300 (£360 inc VAT)	
<u>Air Distribution</u>	£300 (£360 inc VAT)	
<u>Air-conditioning Systems</u>	£300 (£360 inc VAT)	
<u>Electrical Commissioning and Testing</u>	£300 (£360 inc VAT)	
<u>Commissioning and Testing of Mechanical Services</u>	£300 (£360 inc VAT)	
<u>Drainage</u>	£300 (£360 inc VAT)	
<u>DE1 - Pre-Qualification Questionnaires</u>	£40 (£48 inc VAT)	
<u>DE2 - Employer's Information Requirements</u>	£40 (£48 inc VAT)	
<u>DE3 – BIM Execution Plan</u>	£40 (£48 inc VAT)	

Once we have processed your booking you will receive an email confirming how to log in to access your online learning



Delegate Details			
First Name		Surname	
Job Title			
Organisation			
Email			
Telephone			
Address			
Town / County		Postcode	

Payment Details																		
Discount Code																		
Payment Method Please tick box	Credit Card					BACs					Invoice							
For payment by card please complete the below details																		
Debit / Credit Card No.																		
Valid From			Expiry Date						Security Code									
Cardholders Name																		
Card Address																		
													Postcode					
Cardholders Signature																		
<p style="text-align: center;">For invoicing please fill out details below</p> <p style="text-align: center;">Due to high levels of non-payment we do not invoice unless by prior arrangement, if you would like us to invoice you please contact us to discuss on 020 8772 3672 or training@cibse.org</p>																		
PO Number																		
Invoice Address																		
													Postcode					



Returning Completed Booking Forms

Email onlinelearning@cibse.org

Post CIBSE, 222 Balham High Road, London SW12 9BS

Please contact us to inform us of any special requirements you may have (dietary/access/learning)

Booking Conditions

Refunds Policy While we are happy to renew subscriptions, we do not offer refunds for accounts that have been partially used in any way. We highly recommend that you view the sample courses and view the course outlines (provided in the course list) before placing an order. By doing so, you can make sure that the course that you want to buy meets your expectations. CIBSE must receive all requests for refunds, replacements, and adjustments via email or an online request within 7 days after purchase. Refunds, replacements, adjustments will be considered for: - Accounts that have not been utilised whatsoever, therefore if you have already used your account then you will not be entitled to a refund.- Technical problems resulting in you not being able to view courseware. CIBSE must receive written notification of the problem and be given the opportunity to fix the problem in order for a refund, replacement or adjustment to be considered.

Financial Quotes prices and issues invoices in UK pounds (GBP), US dollars (USD), Euros (EUR) or Australian dollar (AUD) only. The client must pay in the currency shown on the invoice.

Currency conversion charges from any other currency to that of the invoice is the responsibility of the client.

Any sales taxes relevant to the country where the course takes place will be added to the course fees in accordance with that country's tax regulations. The client must pay in full or provide a purchase order before the start of any training event or shipment of any product or course materials. With purchase orders CIBSE will raise an invoice for the course fees and any certification / exam fees before the start of the training. In the case of PO's the client must pay any invoice within 30 days of the date on the invoice. Online payment is the preferred method of payment. Recognised credit cards are Visa/Mastercard/Maestro. Course fees include the licensing of training materials to a limited period of time to and appropriately qualified course content. Each license is valid to one person only and cannot be exchanged or shared.

CIBSE reserve the right to review the pricing and take appropriate action when changes to course or exam specification occur beyond our control. All discounts, whether advertised or stated in correspondence, are mutually exclusive i.e. only one discount can be applied to any one booking. Late payment may incur penalty charges including removal of any discounts.

CIBSE reserves the right to charge interest on late payments of invoices.

Bulk Order Credits Bulk order credits are subject to the same terms herein and should be used within 12 months of purchasing, unless otherwise agreed in writing.

Full terms and conditions are available onlinelearning.CIBSE.org