



Course booking form

How to book

Please be sure to fill in ALL sections of the booking form and submit it in one of the following ways

- ✦ **FAX** the completed booking form to +44 (0) 1732 361 646
- ✦ **MAIL** the completed booking form to Jee Limited, Hildenbrook House, The Slade, Tonbridge, Kent TN9 1HR, UK
- ✦ **EMAIL** the completed scanned form to cara.low@jee.co.uk

Company details (As you wish it to appear on the invoice)

Company		
Address		
County/State	Post/Zip code	
Country	Tel	Fax
Contact name (If different from delegate)		

Training details

Training manager's name	
Tel	Email

Delegate details

Course	Location		Dates
Delegate 1			
Title	First name	Last name	Job title
Tel		Email	
Delegate 2			
Title	First name	Last name	Job title
Tel		Email	

How did you hear about Jee courses?

Payment details

Please invoice my company at the above address Promotional code _____

Please debit £ / US\$ _____ from my Visa / MasterCard / Maestro / Solo / Switch / Amex

Card no _____ / _____ / _____ / _____ Valid from ____ / ____ Expiry date ____ / ____

Issue no (Maestro only) ____ Security code (3 digits on reverse of card/AMEX 4 digits on front of card) _____

Cardholder's name _____ Cardholder's signature _____

Accounts dept contact name	
Tel	Email

By submitting this booking form you are agreeing to our Terms & Conditions, please see overleaf for more details or visit our website www.jee.co.uk



Booking conditions

- ✦ Completing the booking process constitutes a legally binding contract
- ✦ Cancellations must be in made in writing
- ✦ Jee reserve the right to refuse admission if the payment of course fees has not been received prior to the event

- ✦ Jee will hold your data on computer under the terms of the Data Protection Act
- ✦ We reserve the right to make changes, if necessary
- ✦ In the unlikely event that we have to cancel the course, we will refund you the course fee in full, but will disclaim any further liability

Payment

- ✦ Bookings made **before** the early bird booking deadline;

Payment is due immediately by credit/debit card, BACS, or cheque and an early bird discount of £200 or US\$400 is applicable (prices shown on website include this). Please see your invoice for details. Should payment not be received immediately and there are less than 3 weeks before the course start date then Jee can only accept payment by credit/debit card.

- ✦ Bookings made **after** the early bird booking deadline, (less than 3 weeks before a course start date);

Payment is due immediately and can only be made by credit/debit card, and the full price of the course will be payable.

Credit card sales

Please do not send your credit card details via e-mail as this is not secure. Credit card details are processed by a secure encrypted third party processor (SECPay), guaranteeing security and convenience. Customers must provide a daytime telephone number. We log all originating information on online orders. Unfortunately we can not accept Electron cards. We reserve the right to decline orders as necessary due to credit card fraud.

Cancellation and transfers

- ✦ Cancellations and transfers must be received in writing
- ✦ Cancellations and transfers made up to 3 weeks before the course start date will incur a £200 / \$400 administration charge. A refund of the balance will be made if not transferring
- ✦ If you wish to transfer less than 3 weeks before the course start date a transfer fee of £400 / \$800 is payable (£200 / \$400 for a 1 day course)

- ✦ If a delegate has already transferred once and then chooses to cancel the new course booking, they will be liable for the full course cost.
- ✦ If a cancellation is made less than 3 weeks before a course start date, the full course cost remains payable.

Please note that Jee retains the services of the 'Credit Protection Agency' who will pursue the payment of all overdue debt. Jee reserves the right to charge all fees and commission relating to the pursuit of overdue debt to the delegate and/or company.

Substitutions

There is no charge to substitute another person to attend the course.

Statutory rights

None of the above terms and conditions affect your statutory rights as a consumer.

Complaints

We endeavour to respond to all complaints immediately. If you wish to make a complaint please contact:

Jenny Matthew
Jee Limited
Hildenbrook House
The Slade
Tonbridge
Kent
TN9 1HR

Tel +44 (0) 1732 371 371
Fax +44 (0) 1732 361 646
Email jenny.matthew@jee.co.uk
Office Hours Mon – Fri 8.30am – 5.30pm (UK time)

Privacy policy

Personal details are collected during the ordering process and when entering personal details on the 'Profile' webpage. Any information given during the ordering process is held by Jee for marketing purposes and processing your order only. These details will only be used for this and not be passed to any third parties. We may occasionally send out mailings relating to our products. You will not receive any mailings from us unless you have authorised us to do so, by making a selection on the check box when entering your customer details within the order process or on the 'Profile' webpage. Jee does not hold or have access to your credit card details. Credit card details are held by SECPay for billing purposes relating to your order only. For enquiries regarding our privacy policy please email admin@jee.co.uk.