AKSAA Ltd
Management & Training Consultants

BOOKING FORM

Introduction to Islam & the Muslim Culture Course

Please complete in block capitals – one delegate per form please

Course Date:		**Course Venue:**	
Delegate Name:		**Position:**	
Organisation:			
Correspondence Address:			
Tel:		**Mobile:**	
E-mail:			
Invoice Address (if different from above) :			
Purchase Order No:		**Cost:**	£135.00 (+VAT per person)
Special Dietary Requirements:		Yes/No	
Physical/visual Disabilities etc:		Yes/No	
Please give details:			
*** Please note bookings cannot be accepted without agreement of our terms & etiquettes**			
• Please tick to confirm you have read & understood our Terms & Conditions, including our Cancellation policy.			

Signed:	
Date:	

Completed forms can be sent to **AKSAA Ltd** at the address below or faxed to 01924 451543 or e-mailed to:	**info@educationislam.org**

Note * Should a booking be cancelled within 2 weeks of the course date a standard cancellation fee of £50.00 (+VAT) per person will be charged. For cancellations received on the day or non-attendance of the course, the full cost will be charged. Please see Terms & Conditions for further details.

64 Bradford Road, Dewsbury, West Yorkshire, WF13 2DU
Tel: 01924 466117
Email:info@educationislam.org
www.educationislam.org

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TERMS & CONDITIONS

Bookings

i) No booking will be accepted without a completed ASKAA Ltd booking form. Completed forms will be accepted via either email or post or fax.

ii) In all cases a fully completed booking form is required for each delegate (Forms can be obtained by calling 01924 466117 or can be downloaded from the website at www.educationislam.org

iii) AKSAA Ltd will send confirmation of all bookings via email. If actual written confirmation is required, this must be specifically requested. Aksaa Ltd cannot be held responsible for items/emails lost or delayed in the post/email system.

iv) Group bookings –All bookings must be made together as one order and all delegates must attend on the same course date. The invoice total can not be split between departments and only one invoice can be issued.

Reserving places

i) AKSAA Ltd will not accept provisional bookings. No exceptions.

Cancellations

i) The course fee is seen to be good value for money and therefore is non-refundable in the event of non-attendance, but prospective participants may send someone else in their place. AKSAA Ltd requires prior notice, wherever possible, of the change in delegate attendance.

ii) Should a booking be cancelled within 2 weeks of the course date, a standard cancellation fee of £50.00 per delegate will be charged.

iii) For bookings received within 2 weeks of the course date, the full cancellation terms will still apply.

iv) Cancellations, non-attendance or notice of non-attendance received on the actual date of the course will carry the full cost of the course.

v) Cancellations or messages of cancellations received during public holidays/weekends will be classed as received on the next full working day & the above cancellation terms will apply.

vi) Should a booking be cancelled by the delegate/organisation, delegates will **NOT** automatically be transferred to any other future date. Delegates still wishing to attend will need to re-book for which the full fee will again apply.

vii) AKSAA Ltd reserves the right to cancel a course. Every effort is made to ensure that this does not occur, however, in the event that it does, participants will be offered a place at the next nearest venue or on a later re-scheduled date. No cancellation fee will apply should the alternative date not be accepted, and any payments made will be fully reimbursed. If the alternative date is accepted, original cancellation rules will be re-instated.

Course Fees

i) Course fees are charged at a standard rate of £135.00 per person (+VAT) or £2220 (+VAT) for full day 'specialised' sessions for up to 25 delegates. Additional delegates are charged at £135.00 per person +VAT). This fee includes course leaders time, handouts, administration, Mosque visit and, where agreed, lunch.

ii) Where a rate has been agreed for a certain number of delegates and the actual number increases, we reserve the right to re-quote for the larger group.

Payment Terms

i) Invoices rendered are for settlement within 30 days of the invoice date.

Payment Methods

i) AKSAA Ltd accepts payment through either cheque or BACS transfer. All required bank details are provided with the invoice and confirmation notices.

ii) Invoice numbers must be quoted for all payments.

Data Protection (Privacy Policy)

i) Information provided will be used only by AKSAA Ltd and will not be forwarded or sold to any other party.

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