

# Booking form

## Professional Development Days



British Association for  
Counselling & Psychotherapy

### Event details

Event title .....

Event presenter .....

Event location .....

Event date .....

### Booking details

	Up to four weeks before event	Within four weeks of event
BACP member	<input type="checkbox"/> £95	<input type="checkbox"/> £125
Non-member	<input type="checkbox"/> £135	<input type="checkbox"/> £165
Reduced fee/student member	<input type="checkbox"/> £60	<input type="checkbox"/> £60

### Your details

Title ..... Full name .....

Contact address .....

..... Postcode .....

Telephone ..... Fax number .....

Email address ..... BACP membership number .....

How did you hear about this event? .....

### Specific requirements

Wheelchair accessibility required



Hearing loop required



Sign language interpreter required



Large print handouts required



To help us ensure that all delegates attending the conference are able to participate fully please give details of your specific requirements

.....

Please specify if you have any dietary needs or food intolerances .....

.....

## Payment method

Receipts are available to download from the BACP website via the Members Area

Cheque (*payable to 'BACP'*)    Credit/debit card    Invoice (*attach an official purchase order*)

Credit/debit payment

Exp  /

Card security no. (last 3 digits of no. on signature strip on reverse side of card)

Issue no. (Maestro/Switch only)

House number/name & postcode of billing address (if different from contact address) .....

Name (as on card) .....

Signed ..... Date .....

*I agree to abide by the booking terms & conditions (full details available at [www.bacp.co.uk/events](http://www.bacp.co.uk/events))*

## Booking terms & conditions

Full terms & conditions are available at [www.bacp.co.uk/events](http://www.bacp.co.uk/events)

By completing and submitting this booking form you are deemed to have read, understood and accepted our full terms and conditions and you agree to comply with them.

Written cancellations received more than 3 weeks before the event will receive a full refund less £25 administration charge. Cancellations received after this time cannot be refunded unless the cancelled place can be resold in which case a refund minus a £25 administration charge will be given. Substitute delegates will be accepted at any time without administration charges.

BACP reserves the right to amend or cancel any event or event times and dates. This includes changes to speakers, content and programme. In the unlikely occurrence of an event cancellation, BACP will return any payments received in advance. BACP will not, however, refund any costs incurred as a result of this cancellation or provide any additional sums by way of compensation.

### Payments

All charges are inclusive of VAT. All fees must be paid in full at the time of booking. Payment can be made by credit or debit card (American Express is not accepted) or by cheque. Please make cheques payable to BACP and return with your completed booking form to:

Events Department, BACP, 15 St John's Business Park, Lutterworth, Leicestershire, LE17 4HB.

Tel: 01455 883300

Email: [events@bacp.co.uk](mailto:events@bacp.co.uk)

<b>For office use only</b>	
Operator _____	
T&C read <input type="checkbox"/>	T&C sent <input type="checkbox"/>
Signposted delegate to main aims and learning objectives <input type="checkbox"/>	
Member meets criteria for attending PDD <input type="checkbox"/>	

BACP House  
15 St John's Business Park  
Lutterworth LE17 4HB

t: 01455 883300

f: 01455 550243

e: [bacp@bacp.co.uk](mailto:bacp@bacp.co.uk)

w: [www.bacp.co.uk](http://www.bacp.co.uk)

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