

IoD Company Direction Programme commencing 10 March 2021:

Please complete in full and send to the GTA University Centre. The contact details are at the foot of this form.

Delegate Name: Mr/Mrs/Miss/Ms _____

Organisation: _____

Invoice (please tick):

Organisation Independently

Correspondence Address: _____

Postcode: _____

Email: _____

Work Tel: _____

Mobile: _____

Date of birth: _____

IOD Membership no. (if applicable): _____

Dietary Requirements (for course lunch):

No Yes, details: _____

PRICING OPTIONS	IoD Member	Non-member
Full Programme - Certificate & Diploma		
Certificate & Diploma	▫ £8,265	▫ £10,475
Certificate only		
Certificate (4 modules over 6 months)	▫ £6,615	▫ £8,265
Modular (per module)	▫ £1,935	▫ £2,150
Diploma only		
Diploma (1 module)	▫ £2,310	▫ £3,300

The fees are payable in instalments. The above fees **do not** include the examination fees (see terms & conditions).

TOTAL FEES PAYABLE AND DECLARATION

Total fee payable £ _____

Signed: _____

I have read the booking procedures, terms and conditions (overleaf) and agree to abide by them. (All delegates must tick this box when making a booking.)

Date: _____

IoD Company Direction Programme Terms and Conditions

HOW TO BOOK

For the Company Direction Programme please complete and return the appropriate booking form to the GTA University Centre. It is important that you complete all sections of the booking form.

FEES

The Company Direction fees are inclusive of course materials plus light refreshments and buffet lunch. The IoD member fee is only available to current IoD members.

Payment of the fees may be made in instalments during the delivery of the programme and your invoice will reflect this. More flexible payment arrangements are at the discretion of the GTA and must be agreed before the commencement of the programme.

Fees may be paid by cheque to 'GTA University Centre' or by BACS transfer. Please contact the Accounts Manager at the GTA for details.

EXAM FEES

Please note that the examination fees are payable separately, directly to the IoD as follows:

IoD Certificate in Company Direction	£200 per module (or £600 if all 4 modules are booked at the same time)
IoD Diploma in Company Direction	£600

*** Please note exam fees are correct at time of printing ***

Exams must be booked with and paid to the IoD directly and are sat monthly via remote invigilation.

DISCOUNT

The £660 discount for doing the Certificate & Diploma together only applies to bookings made at the start of the programme. Please be advised that you need to sit all four Certificate module workshops, and pass all four Certificate exams before advancing to the Diploma.

Please note that should you need to defer a module of the Certificate a deferral fee of £250 will be payable. If you book the full programme (Certificate & Diploma) and then defer the Diploma, a deferral fee of £500 will be applied.

LIMITED SPACES DIPLOMA

Please be aware that if you book the Diploma at a later stage there may not be space on the Diploma module for your programme.

INVOICES

An invoice will be sent to you prior to the commencement of the course with details of the instalment dates and amounts.

CANCELLATION POLICY

- A) If notice of a cancellation is received in writing 31–60 days before the course start date, you will be charged 20% of the course fee.
- B) If notice of a cancellation is received in writing 21-30 days before the course start date, you will be charged 50% of the course fee.
- C) If notice of a cancellation is received in writing 0-20 days before the course start date you will be charged 100% of the course fee.

SUBSTITUTES

Delegates may (without financial penalty) send a substitute, provided the GTA is notified in writing in advance, and such a substitute meets the entry criteria. If the substitute is a non-member of the IoD, any fee difference must be paid prior to the course.

SCHEDULE CHANGES

Descriptions, including fees, are given in good faith. However, the IoD and /or the GTA reserves the right to change content, leader, location and fees, or to cancel, for whatever reason. Neither the IoD or the GTA will be held responsible for any fees/cancellation charges incurred by these changes.