

## Argent Associates SCAN Booking Form 2012

### Courses

<b>3 days</b>	<b>Scientific Content Analysis skills basic</b>
<b>2 days</b>	<b>Scientific Content Analysis skills advanced</b>
<b>5 days</b>	<b>Combined SCAN basic and Advanced</b>

<u>Course Fees</u>	<u>Price per place</u>
Scan Basic:	£745 plus VAT
Scan Advanced:	£545 plus VAT
Scan Basic + Advanced together:	£945 plus VAT

### Dates

Scan Basic:	18 <sup>th</sup> June 2012 - 20 <sup>th</sup> June 2012
Scan Advanced:	21 <sup>st</sup> June 2012 – 22 <sup>nd</sup> June 2012

### Please note: SCAN courses will NOT be residential

#### **The fees include: -**

Morning coffee and afternoon tea or coffee each day.  
 Tuition and Participant Certificate  
 All relevant materials including: -Full course notes plus:  
 Complete Workbook and accompanying CD-ROM.

### The Venue

June TBA - Central London

### Booking and Cancellation Conditions

Making a booking implies acceptance of the following conditions: -

- 1. Methods of booking, confirmation, cancellation Etc.**
  - (a) Only provisional bookings will be accepted by telephone or e-mail.
  - (b) Bookings and cancellations must be in writing.  
 Fax will be accepted and, in consequence, will be binding as sent or received
- 2. Payment of Fees**
  - (a) The full fee is payable with a booking or on confirmation of a provisional booking
  - (b) A provisional booking will be held for 10 working days to give time for the fee and written booking to be received.
- 3. Cancellations**

The following policy for the refund of fees will apply when a client cancels a booking and will be calculated from the Sunday before the week in which the course is due to be held

  - (a) Over 30 working days notice of cancellation - full refund.
  - (b) **30 or less working days notice of cancellation - no refund.**

Where it is necessary, for any reason, for Argent Associates to cancel a course, an alternative course date will be offered or, if the client requires it, a full refund will be made.

\* Booking Form Separate Page.....

### Booking Form

Please complete all the relevant boxes, photocopy for yourself and fax it to us to book.  
We will then confirm your place.

Invoices will be issued on receipt of this booking and payment is required  
within 14 days to guarantee the place. For terms and conditions see over.

Course title	Date	Location	Number of delegates	Fee per delegate (excl vat)	Disabled Access

<b>Organisation</b> The Social Housing Regulator			
<b>Invoice Address</b>			<b>P O attached? Yes / No</b>
			<b>Purchase order number</b>
<b>Booking contact name</b>		<b>Phone Number</b>	
<b>E-mail</b>		<b>Fax Number</b>	

#### Information for Joining Instructions

Name of Delegate	Address
<b>Job title</b>	
<b>Telephone number</b>	
<b>E-mail</b>	

Name of Delegate	Address
<b>Job title</b>	
<b>Telephone number</b>	
<b>E-mail</b>	

I have read and accept the terms and conditions overleaf

Authorised Signature.....Date .....

Print Name .....

Return completed booking form to:

Argent Associates  
Argent House  
48 West Borough  
Wimborne  
BH21 1NQ

Tel: +44(0)1202 841137,  
Fax + 44(0)1202 840933  
E-mail: [courses@argentassociates.co.uk](mailto:courses@argentassociates.co.uk)  
Website: [www.argentassociates.co.uk](http://www.argentassociates.co.uk)