

Success NI Booking Form

Details of the event you want to attend

If they are not already please fill in the details of the event that you want to attend. Course titles and dates are elsewhere on the website.

Course Title	Dates	Location	Cost
		Lisburn	

Details of person attending the event

You can tell us all of these or just some of these. What's most important is that we have a reliable way of contacting you.

Title (Mr, Mrs, Ms, Miss, etc)	
First Name	
Surname	
Daytime phone number	
Home phone number	
Work mobile	
Personal mobile	

Invoicing Details

If you are attending and paying for the course yourself then please just tell us your address. If your employer is covering the cost then please tell us where to send the invoice and to whom.

Organisation	
Contact Person	
Department	
Address	
Postcode	

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Your Learning/Change Goals

We see learning and change as two different things. We love both. Sometimes people come on our Programmes simply to learn. Sometimes they come so that they can change something about themselves. We want you to get maximum value from your time with us so in terms of this particular event please let us know:

Your Learning Goals:

1.
2.
3.

Your Change Goals:

1.
2.
3.

Terms and Conditions

Payment Method

Payment must be received before the Programme begins. If paying by cheque please make cheques payable to Success NI Limited. If paying electronically please arrange to have the monies transferred to:

First Trust Bank, 34 Market Square, Lisburn,

Account Name: Success NI Limited

Sort Code 93 83 35

Account Number: 03894067

Cancellation Policy

All cancellations must be made in writing or by e-mail (paul@successni.org).

For events where a fee is being charged, cancellations received up to 14 days prior to the event will be subject to a 50% cancellation fee. Cancellations received with less than 14 days notice will be subject to a 100% cancellation fee. You may nominate another person in lieu of cancellation. Any proposed change must be notified to Success NI Limited in writing or by e-mail giving the name, job title, address and phone number of the replacement. For changes made shortly before a course we cannot guarantee the delegate will receive the course documentation in time.

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Expressing interest in attending a training course

Enquiries must be made by telephone (028 9260 7766) or by e-mail (paul@successni.org). Unless otherwise advertised all of our Programmes are by invitation only – there is no facility for individuals to turn up on the day and be admitted to an event.

If at the time of your enquiry a suitable course is not readily available, your details are entered onto a waiting list.

Developing and promoting programmes

Success NI Limited will maintain a register of interested parties on a waiting list. This will be regularly reviewed. Events are promoted either directly with contacts detailed on the waiting list, or through a targeted communication through appropriate channels.

Booking Procedure

Courses must be booked by completing the Success NI Limited booking form. This will be supplied as necessary. Unless otherwise stated, courses are subject to a maximum number of 12 delegates.

Course Fees

Fees will be confirmed on request, and include all courseware. Some refreshments will generally be provided. We will not always provide lunch however. Please contact Success NI Limited for exact details. (028 9260 7766, paul@successni.org)

For multiple bookings on the same event (i.e. the same date, same venue), discounts are available.

Course Cancellation

Courses require a minimum of 6 delegates to operate; otherwise participants will be transferred to an alternative course.

Data Protection

Details of all client bookings are maintained on a computer system. These details will not be made available to any other organisations for any purposes. If a delegate wishes to see a copy of the details we hold about them these can be provided on request subject to verification of identity.