



# TRAINING COURSE BOOKING FORM

OFFICE USE ONLY

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COURSE NAME:	**COURSE CODE	CPD Hours	*Cost
A Practical Guide to the New SRA Accounts Rules [2019]	SARPG	3	£195.00
Acting for Solicitors – A Guide for Reporting Accountants	AFS	3	£195.00
Money Laundering Regulations 2017	MLR	3	£195.00
VAT for Solicitors	VAT	3	£195.00
SRA Handbook: What You Need to Know	CC	3	£195.00
COFA Masterclass	COFAM	3	£195.00
COLP – The Role and Responsibilities Explained	COLP	5	£295.00
Residual Client Ledger Balance Workshop	RCLB	2	£75.00

COURSE NAME:	**COURSE CODE	CPD Hours	*Cost
Awareness in Equality & Diversity	ED	2	£150.00
Conflicts of Interest Under Outcomes Focused Regulation	CINT	2	£150.00
How to Survive an SRA Inspection	HTS	3	£195.00
Council for Licensed Conveyancers (CLC) - The Accounts Code	CLCAC	3	£195.00
CLC HoFA Understanding the Role and Responsibilities	CLCH	3	£295.00
SRA Regulation Update	SRU	3	£195.00
Practical Client Care for Solicitors	PCCS	3	£195.00
Regulation by IPReg	IPReg	3	£395.00

\* PLEASE NOTE:

- The Cost shown above is the amount due per delegate excluding VAT
- The course fee includes all tuition, course materials and light refreshments.

**PLEASE COMPLETE IN BLOCK CAPITALS**

**OFFER CODE**

**COURSE CODE (See above)	COURSE DATE	DELEGATE NAME			DELEGATE EMAIL	*COST (excl VAT Per Delegate)
		TITLE	FIRST NAME	LAST NAME		

- Number of delegates limited strictly to 20 on each course.
- All VAT invoices and booking confirmations are issued by email where possible.
- Details of course venues are emailed to delegates 14 days prior to the course date.
- Payment is required to confirm your booking.**
- Please complete this booking form and return it with your payment:
- EITHER** by post with your cheque payable to 'Legal Finance Professionals Ltd' to:

Discount (if applicable)	£(            )
Total excl. VAT	£
VAT @ 20%	£
Total incl. VAT	£

LFP, PO Box 5296, Kenilworth, CV8 9DP

**OR:** send your completed form by email to [cecilia.lane@lfpro.co.uk](mailto:cecilia.lane@lfpro.co.uk) **OR:** by fax to 0845 6500 116 and pay by BACS

For payments by BACS please use the Account Number: 65033329 and Sort Code: 53-61-31 and quote the course code and date shown above.

To pay by credit or debit card, please visit our website [www.lfpro.co.uk](http://www.lfpro.co.uk)

**Please complete the following details for invoicing and administration purposes:**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Training Contact: Name: \_\_\_\_\_

Email: \_\_\_\_\_

Booking Contact: Name: \_\_\_\_\_

Email: \_\_\_\_\_

**By signing you are accepting the Terms & Conditions shown overleaf.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Position in Firm \_\_\_\_\_

## Terms and Conditions

In these Terms and Conditions 'we' means Legal Finance Professionals Ltd and 'you' means the person, business or organisation that books the place or places on the training course as set out in the invoice.

1. We reserve the right to vary or cancel any course date and will accept no liability if this happens.
2. In the unlikely event of Legal Finance Professionals Limited having to cancel a course as a result of an act of God or through the illness of the trainer, we will offer an alternative date within the same locale within 8 weeks of the date of the original course or allow the delegate(s) to transfer to any other date and/or venue for the same course. In the event that the delegate(s) are unable to attend the alternative that is offered, any refund will be entirely at our discretion.
3. A booking is deemed to have been made when a completed booking form has been received by fax, post or email.
4. Course fees (including VAT) are payable on booking. We reserve the right to cancel any booking if payment has not been received in full and will accept no liability for doing so.
5. If you need to cancel your booking please do so as soon as possible. The following refunds will be repaid in the event of a cancellation.

More than 10 weeks prior to course date	90% of course fee refunded
Between 6 and 10 weeks	75% of course fee refunded
Between 4 and 6 weeks	50% of course fee refunded
Less than 4 weeks	No refund

6. Transfer of delegates to an alternative course is at our discretion and will only be considered where at least 48 hours' notice has been given. Transfer requests are always subject to availability and the proper course fees having been paid. Where a transfer request is made within 7 days of the course date, an administrative fee of £50 + VAT will be payable to cover expenses incurred as a result of your non-attendance. Where you have informed us in writing at least 7 days before the course date of the fact that the delegate(s) will not be able to attend, an administration fee of £25 + VAT will be charged if the delegate(s) wishes to transfer to an alternative date.
7. In the event of non-attendance or partial attendance, no refund is payable, nor will transfer to an alternative course be allowed.
7. Delegates may be substituted, free of charge, provided you notify us at least 24 hours prior to the start of the course.
8. The delegate and firm are jointly and severally liable for the payment of course fees.

### Privacy Policy

We will **not** pass your details to any third parties. The information you have provided on this booking form will only be used to process your course booking.

If you would like to receive our occasional Regulatory & Compliance Legal Newsletter by e-mail containing information about the latest legal regulatory and compliance news, future courses and special offers for subscribers, please tick the box.

**Please send your completed booking form and cheque payment to:**

**LFP  
PO Box 5296  
Kenilworth  
CV8 9DP**

**Or email the completed form to [cecilia.lane@lfpro.co.uk](mailto:cecilia.lane@lfpro.co.uk) and make payment by BACS to Account Number: 65033329 and Sort Code: 53-61-31 and quote the course code and date.**