

# Booking form



## Your personal details

Name

AAT membership number

Please tick      Full member ☐      Student member ☐      Non member ☐

Address

Town

County  Postcode

Email

Daytime telephone number

## Booking details

I would like to book a place on the following mastercourses:

Course title

Date held

Course title

Date held

Course title

Date held

Course title

Date held

Special/dietary requirements

## How did you hear about the event(s)?

Please tick all that apply:

Event direct mailing ☐ At another AAT event ☐

*MemberPlus* (monthly email for F/MAATs) ☐ *Engage* monthly e-newsletter ☐

*The Professional* (monthly email for MIPs) ☐ Accounting Technician magazine ☐

MyCPD online interactive guide ☐ AAT website ☐

Recommended by AAT member/work colleague ☐ *StudentPlus* ☐

## Booking fees

The course fee will include all course papers and refreshments as appropriate. Most courses include lunch.

Full day – AAT member £125, non member £260

Half day – AAT member £75, non member £160

## Payment form – credit/debit card

We accept Mastercard, Visa, Maestro, Solo and Electron. We do not accept American Express or Diners Card.

Cardholder name

Card type

Mastercard

Visa

Maestro

Solo

Electron

Card number

Three digit security code

(Last three digits on signature strip)

Issue number

(Maestro only - including initial zero if applicable)

Start date

mm / yy

Expiry date

mm / yy

Member's name

Membership no.

Daytime tel. no.

I have read and agree to abide by the booking conditions as stated below.

Discount code

Total payment

£

Signature

Date

dd / mm / yyyy

Tick this box if you would like a receipt.

**Outstanding subscription** – If you have outstanding subscription fees AAT reserves the right to not book you on to any events until full payment of your subscription has been made.

**Booking** – To book places on any of AAT's CPD events, please complete the form and return it to the CPD Events team, AAT, 140 Aldersgate Street, London EC1A 4HY. Please complete a separate booking form for each delegate. Payment can be made by cheque payable to AAT or one of the debit/credit cards listed above. If you are paying by debit/credit card you can return your form by fax, marked for the attention of the CPD Events team on **+44 (0)20 7397 3009**.

**Booking confirmation** – We will reserve your place on the course upon receipt of your payment and confirm your booking in writing within 14 days. If you have not received confirmation two weeks after booking, please telephone AAT to make sure your booking form has been received. Please note that priority for places is given to AAT full members. We will inform students and non-members of place availability one week before the course date.

**Disabled access/dietary requirements** – Please contact AAT in advance to discuss any special requirements and note any special dietary requirements on the booking form.

**Cancellations** – If you have to cancel your booking, please notify us in writing. Course cancellations received up to 14 working days before the event are subject to a 20% administration charge. If you cancel after this, the full course fee will be forfeit as we will have already committed funds to the event. You may however submit at any time, the name of a colleague to take your place. If we need to cancel or postpone the event due to circumstances beyond our control, we will refund any course fees paid.

**Changes to the programme** – AAT reserves the right to make changes to the programme as necessary.

**Personal** – AAT can not be held responsible for any personal belongings left, lost or damaged at course venues.

**CPD discount scheme** – Discounts on multiple bookings are available – get up to 20% off the booking fees for AAT's current CPD programme. The more bookings you make, the more money you save – rising from 10% on two bookings to 15% on three and 20% on four or more. In order to take up the discount you must send just one payment for all the discounted fees. Discounts are only available to AAT members and cannot be used in conjunction with any other offer.

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If you need help, please contact our CPD Events team:

Association of Accounting Technicians 140 Aldersgate Street London EC1A 4HY

t: 0845 863 0798 (UK) or +44 (0)20 7397 3006 (outside UK) f: +44 (0)20 7397 3009

e: [cpdcourses@aat.org.uk](mailto:cpdcourses@aat.org.uk) w: [aat.org.uk/cpdevents](http://aat.org.uk/cpdevents)

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