

CONFIRMATION OF BOOKING

ILM Level 7 Upgrade from the Certificate in Executive Coaching and Leadership Mentoring to the Diploma Please invoice me for the Upgrade:

Delegate Name (please print):		Direct Line:	
		Mobile:	
eMail:			
Authorised by (please print):		Job Title:	
Authorising Signature:		Direct Line:	
		Mobile:	
eMail:		Purchase Order No:	
Organisation Name:		Address:	
Telephone Number:		Date:	

Terms and Conditions

- The fee for the Upgrade is £1,500.00 exclusive of VAT. The fee includes registration, two workshops, documentation, and additional coaching supervision for a maximum of 6 hours. Assessment, which includes observation by the Cullen Scholefield Assessor, internal verification and certification are also included. All candidate work will need to be provided in electronic format or hard copy.
- Additional hours can be purchased at a rate of £150 per hour.
- Studying membership of the Institute of Leadership and Management is free with this course.
- The qualification must be completed within 10 months from the start date.
- Payment of invoices is required within 14 days of the invoice date or four weeks prior to the commencement of the programme, whichever is the earlier. Delayed payment will impede the start of your programme.
- Travel expenses will be charged for visits outside Central London at a rate of 49p per mile. Air and/or rail fares will be charged at rates applying at the time of booking.
- We reserve the right to change dates and venues with prior notice.
- Cancellations:
Cullen Scholefield will apply a cancellation charge should a candidate require a booked 1:1 support session to be cancelled and rescheduled. The following charges will apply plus a contribution towards travel if appropriate:

6 - 10 days working days before the session	£50
3 - 5 days working days before the session	£75
1 - 2 days working days before the session	£100
- No refund will be made should a candidate withdraw from the programme
- Cullen Scholefield reserve the right to reschedule the programme where necessary

PLEASE FAX COMPLETED FORM TO: 01444 459 221

