

Valuation and Investment Course

When complete, please send form together with payment or payment instruction to: College of Estate Management, Finance Department, Whiteknights, Reading, RG6 6AW, UK Fax: +44 (0)118 921 4676 or e-mail: finance@cem.ac.uk.

Course date: _____

Delegate name: _____

Email address: _____ *Confirmation will be sent by email*

Company name: _____
(if applicable)

Position: _____

Address: _____

Postcode: _____ Telephone: _____

Standard Course Registration Fee: £595 (£495.83 + £99.17 VAT = £595)	CEM Alumni Fee: £535.50 (£446.25 + £89.25 VAT = £535.50)
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If you are a CEM Alumnus please confirm your student number: _____

How did you hear about this course? _____

We would like to contact you with details of any new courses, training materials or events that may be of interest to you. If you do NOT wish to receive this information please indicate this by ticking the box.

Payment Method

Please indicate your preferred method of payment as full payment is required prior to a reservation being confirmed.

- I enclose a cheque for _____ payable to CEM Courses Ltd.
- Payment made by BACS: Sort Code: 60-17-21 Account Code: 06530532 – I attach payment advice.
- I wish to pay by Credit/Debit card and enclose a completed Payment Authority (please see Page 2).
- I am VAT registered and require a VAT receipt.

Terms and Conditions/Cancellation Policy

The College of Estate Management reserves the right to cancel any workshop or training event and will provide notification to delegates if appropriate. The College also requires full payment on application. The College requires that in order to undertake this course, the delegate(s) must have prior experience or knowledge of the construction industry and be able to demonstrate this in discussion and written work.

Substitution and cancellation policy: Delegate substitutions are allowed. Refunds on cancellations will only be issued (less a 15% administration charge) up to and including 14 days prior to the event. Refunds will not be issued after this date. Confirmation of cancellations MUST be in writing and sent or faxed to the College of Estate Management Finance Department at the address and number listed above.

Confirmation Signature: _____ Date: _____

Enquiries: If you have any questions related to the course, please contact the College of Estate Management on 0118 921 4774. Alternatively, please email shortcourses@cem.ac.uk

