Contract Management and Dispute Resolution Enrolment Form

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| **Your information** | Payment/Invoice information | Terms and Conditions |
| Before completing this enrolment form, please ensure you have carefully read the course information on the event page.  **Important:** Please check the course dates before proceeding.  For group bookings of 3 or more delegates from the same firm, please email [drseducation@rics.org](mailto:drseducation@rics.org) to take advantage of the 10% discount offer and arrange your booking.  For individual bookings, please complete this form with the details of the person who will be attending the training course.  Full name: \_\_\_  RICS Membership no (if applicable): \_\_\_  Company name: \_\_\_  Job title: \_\_\_  Address: \_\_\_  Contact number: \_\_\_  Email: \_\_\_  How did you hear about the course?  \_ RICS Email  \_ RICS Website  \_RICS Social Media  \_ Colleague/Word of Mouth  \_ Online Search (Google, Bing etc.)  \_ Industry event or Webinar  \_ Advertisement (Online or Print)  \_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Your information | **Payment/Invoice information** | Terms and Conditions |
| Course pricing  AED 4,700 +VAT  Payment  Please **tick** to confirm you understand that payment is due **immediately** upon submission of this form. ☐ I understand and agree to complete payment after submitting this form.  *Note: If you are not ready to book your place at this time or have questions about the course, please do not submit this form. Instead, contact us at drseducation@rics.org.*  Important information   * Once you submit this enrolment form, an **invoice** or **payment link** will be generated based on the details you provide. * Your place on the course is **not confirmed** until payment has been received. * Payment must be made within **one month** of submission, or sooner if the course start date is within one month. * The invoice and secure payment link will be sent to you separately.   Preferred method of payment  (please tick one):  \_ Card payment via online secure link  \_ Bank transfer  If you would like your invoice to be addressed to your company, please provide the details below:  Company name: \_\_\_  Company Address: \_\_\_  UAE Tax Registration Number (if applicable): \_\_\_ | | |
| Your information | Payment/Invoice information | **Terms and Conditions** |
| By submitting this enrolment form you are agreeing to the below terms and conditions:  •Payment is required to confirm your place on the course. No places can be reserved without payment  •Cancellations must be made in writing and will be subject to a 10% administration charge. If you cancel fourteen (14) days or less prior to the Event, you will not be entitled to a refund.  •RICS is not liable for bank charges or any other costs incurred by delegates in attending the event  Full DRS training terms and conditions can be found here: [DRS Training Terms and Conditions](https://www.rics.org/content/dam/ricsglobal/documents/to-be-sorted/DRS_Training_Terms_And_Conditions.pdf)  Privacy  RICS are committed to protecting your privacy and ensuring the security of your personal information. You can view our full policy here: [RICS Privacy Policy](https://www.rics.org/footer/rics-privacy-policy).  Please tick here to accept: \_ | | |

**Red fields are mandatory**

Submitted forms be sent to[**drseducation@rics.org**](mailto:drseducation@rics.org)

Automated email text:

Thank you for submitting the enrolment form for our upcoming training course.

Next steps

Based on the information you provided we will raise your invoice or generate your payment link. You will receive a separate email from us within the next few working days.

Places cannot be reserved without payment. Payment will be due no later than one month of receiving the invoice, or sooner if the course start date in within one month.

Any further course information that you will need will be shared with you too but if you have any questions in the meantime, please contact [drseducation@rics.org](mailto:drseducation@rics.org)

We look forward to you joining the course

Kind regards,

RICS Dispute Resolution Service

[drseducation@rics.org](mailto:drseducation@rics.org)

[rics.org/drs](https://www.rics.org/dispute-resolution-service/training-qualification-accreditations)