

Programme booking form



We recommend that you telephone our Customer Support team on +44 (0)1865 404610 to check programme availability before completing this form. Bookings made by phone remain provisional until we receive your completed booking form.

This form can be completed on-screen; if completing it by hand, please use BLOCK CAPITALS (one form per participant).

1) Delegate details

Title:		First name:		Surname:	
Job title:					
Organisation (if self employed, please give your trading name):					
Business address:					
Postcode:		Country:			
Telephone:		Mobile:			
Fax:		Email:			

2) Programme details

Please tick the programme you wish to attend.

- MBTI® Foundation Programme 16PF® Qualifying
 FIRO® Qualifying Test User: Occupational, Ability

The following programmes have qualification requirements. If the qualifications were not obtained through OPP please enclose a copy of your certificate/s with your booking form. If necessary, please contact Customer Support on +44 (0)1865 404610 or refer to the training course page on www.opp.com for more information.

- MBTI® Step II Qualifying 16PF® Conversion Other (please specify)
 MBTI® Step I Conversion Test User: Occupational, Personality
 MBTI® Refresh and Reconnect TKI®

Date of programme:		Follow-up date (if applicable):		Location:	
Special requirements (eg dietary or special needs):					

Promotional Code (if applicable):	
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3) Payment details

Course fees are due 28 days before the start of all programmes. Immediate payment by credit card, cheque or bank transfer will be required on any bookings received within 28 days of the programme start date. For details of our cancellation and transfer policy, please refer to our [Terms and Conditions](#). Please tick the box next to the appropriate method of payment.

Charge to my credit/debit card – we will contact you to take payment details			
Please invoice my organisation (approved credit account holders only- please fill out the following information)			
Official purchase order reference			
Invoice address (Legal entity):			
Postcode:		Country:	
Contact number of person or department paying for the programme:			

4) Accommodation

OPP have reached an agreement with some training venues to enable participants to book accommodation at preferential rates. To arrange accommodation and to obtain full details of rates please contact the relevant venue direct, quoting OPP and giving the programme name.

Full contact details for the relevant venue and accommodation arrangements will be provided with confirmation of your place on the programme.

5) Data protection notice

I understand and agree that my name and personal details as supplied on this form will be added to registration files held by OPP. I agree that OPP may freely transfer my registration details to companies within the OPP Group and companies closely associated with it. I agree that, should OPP receive a request to confirm my qualification status, OPP is free to respond to such a request.

We limit our direct marketing to information of potential relevance to you. However, if you **DO NOT** wish to receive any such information from OPP, please tick here

6) Terms and conditions

I agree to abide by [OPP Terms of Business](#) relating to this training programme booking, and acknowledge transfer and cancellation fees as well as payment terms.

Authorising signature:		Date:	
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7) Returning your booking form

Please email this form to [OPP Customer Support](#).

Fair Collection Statement

By receiving our goods and/or services, you agree that the data you give us can be used by the OPP Group for goods and services provision, account administration, marketing and product research purposes, which will help us to improve provision of our services and improve the products we offer.

If you do not wish your personal data to be used in this way, please do not provide us with your personal data. Please note however that if you wish to receive our goods and/or services, as we may need to communicate with you for administrative or operational reasons, it may not be possible to opt-out of all communications with us or we will be unable to provide certain elements of our goods and services to you. If you only do not wish us to use your personal data for direct marketing of our goods and services, you can unsubscribe from marketing communications using the link in any email you have received from us or you can notify us in writing either by email or letter.

Personal data collected by the OPP Group is handled in accordance with the Data Protection Act 1998 and our Privacy Policy. See our [Privacy Policy](#) and [Data Protection Statement](#) for more detail including how we collect, use and store data, personal data and sensitive personal data.

OPP will at the written request of the Data Protection Manager, HR Manager or equivalent person, provide details of your qualifications for internal use within your organisation and to ensure that OPP's records are kept up to date.