

## Booking Form for Certificate in Management and Financial Accounting

### 2023 Course Dates:

Management Accounting Module: 13\* & 17 February, 3 & 10 March, 4 April, 3\* & 4\* May 2023  
Financial Accounting Module: 10\* & 24 February, 24 & 31 March, 18 April, 15\* & 16\* May 2023

\* Denotes full day in-person workshops at IPA.  
Remaining dates will be half day online workshops.

Participant Name:

Grade/Title:

Organisation:

Address for Correspondence:

Telephone:

Email:

Send invoice to

Contact Name:

Email for Invoice:

Address for invoice:

Purchase Order Number (if applicable):

Any Special Requirements?:

Name of Authorising Officer:

Date:

Where did you hear about the Course?

IPA Mailshot or Email

IPA Website

Brochure

Training Officer

Colleague

Other (please specify)

Cancellation Policy: Please note that, in the event of a cancellation less than 48 hours before the commencement of this course/seminar, a 15% cancellation fee will be charged. Cancellation fee will also apply to non-arrivals on the day.

The IPA would like to contact you from time to time with details of future relevant events such as seminars and conferences. Please tick this box if you would like to be kept informed of such events.

### ALL BOOKINGS MUST BE RECEIVED IN WRITING

To confirm your place, please return your completed form by email to:  
Central Bookings Office  
Training and Development Division  
Institute of Public Administration  
57-61 Lansdowne Road, Dublin D04 TC62  
Tel: (01) 240 3666 | Fax: (01) 668 9135  
Email: [training@ipa.ie](mailto:training@ipa.ie) | Web: [www.ipa.ie](http://www.ipa.ie)