

## Booking Form for Certificate in Management and Financial Accounting

I am applying for:    **Full Certificate**                      **Management Accounting Module**                      **Financial Accounting Module**

**Course Dates Management Accounting Module:**

Full Day: 21 September\*, 2 November and 16 November\* 2023

Half Day: 28 September, 6, 16 and 27 October 2023

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

**Course Dates Financial Accounting Module:**

Full Day: 15 September\*, 26 October and 17 November\* 2023

Half Day: 20 and 29 September, 13 October and 10 November 2023

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)