

REGISTRATION FORM



# International Business Etiquette Training & Certification 2025

Please fill out all applicable fields.

## ▾ Your details

Title (e.g. Mr, Ms, Dr):

First name:

Last name:

Last five (5) characters of your passport number:

Nationality:

D.O.B (day/month):

Company, school or  
organisation:

Career or volunteer field:

## ▾ Your contact details

Postal address:

Postcode:

Country:

Telephone number:

Email address:

Emergency contact name:

Emergency contact number:

### ➤ Sign

I have read, understand and accept the Terms and Conditions set forth by International Etiquette and Protocol Academy of London Ltd. I fully understand that the materials and observations accorded during my training are uniquely for my sole usage and as such, they are non-transferable to any third party, whether certified or not. I agree not to film or record any portion of the programme. I also understand that payment is non-refundable; however, should an urgent matter arise, I may be able to defer my participation to another date.

I have read the Privacy Policy at <http://www.iepalondon.com>. I agree to the terms and give International Etiquette and Protocol Academy of London Ltd consent to collect, use, store and share my personal information as outlined.

Signature:

### ➤ Investment (London group session): £5,695.00\* (GBP)

Enclosed is the total payment in the amount of £5,695.00\*

Enclosed is a deposit in the amount of £2,847.50\* (The balance is due six (6) weeks prior to your selected training date.)

**Returning consultants only:**

Less 10% - enclosed is total payment in the amount of £5,125.50\*

### ➤ Investment (London private session): £9,195.00\* (GBP)

Enclosed is the total payment in the amount of £9,195.00\*

Enclosed is a deposit in the amount of £4,597.50\* (The balance is due six (6) weeks prior to your selected training date.)

**Returning consultants only:**

Less 10% - enclosed is total payment in the amount of £8,625.50\*

### ➤ Investment (France group session) from £6,545.00\* (GBP)

Enclosed is a deposit payment in the amount of £6,545.00\*.

We will discuss your accommodation preferences and then issue a balance invoice. Any remaining balance will be due six (6) weeks prior to your selected training date.)

### ↘ Investment (Online group session) £4,595.00\* (GBP)

Enclosed is the total payment in the amount of £4,595.00\*

Enclosed is a deposit in the amount of £2,297.50\* (The balance is due six (6) weeks prior to your selected training date.)

#### **Returning consultants only:**

Less 10% - Enclosed is total payment in the amount of £4,135.50\*

\* Applicable sales tax will be added, e.g. VAT.

\*\* You may be eligible to receive a refund for VAT. Please check with your accountant directly.

\*\*\* Training may be eligible for a tax write-off for continuing education. Check with your accountant.

### ↘ Investment (Online self-paced individual session) £4,995.00\* (GBP)

Enclosed is the total payment in the amount of £4,995.00\*

Enclosed is a deposit in the amount of £2,497.50\* (The balance is due six (6) weeks prior to your selected training date.)

#### **Returning consultants only:**

less 10% - enclosed is total payment in the amount of £4,495.50\*

\* Applicable sales tax will be added, e.g. VAT.

\*\* You may be eligible to receive a refund for VAT. Please check with your accountant directly.

\*\*\* Training may be eligible for a tax write-off for continuing education. Check with your accountant.

### ↘ Training dates 2025 (please tick your preferred month)

10th February – 7th March **(online)**                      12th – 16th May **(France)**

20th - 24th October **(England)**

Self-paced start date:

### ↘ Additional information

Do you have any dietary restrictions?                      Yes                      No

If yes, please provide details:

Your name as you wish it to appear on your certificate:

Your name as you wish to be called during the course:

For what territory are you registering? (Country)

### ➤ Trainee profile

**Please provide a brief CV (resumé) of relevant career and/or life experiences so that we may get to know you better.**

Please list any other etiquette training, protocol training, international relations experience or related credentials.

|  |     |    |
|--|-----|----|
| Do you have any teaching or training facilitator experience? | Yes | No |
|--|-----|----|

|  |     |    |
|--|-----|----|
| Have you ever participated in cross-cultural awareness training? | Yes | No |
|--|-----|----|

What strengths or special skills do you currently have that will benefit you in your career as an international youth etiquette consultant?

What special skills do you wish to nurture over the next few years?

What are your personal business strengths?

Please list any etiquette or educational books that you have read recently.

Would you like to share anything else with us before the training session?

➤ **How did you hear about us?**

Word of mouth

Search engine

Social media

An international journal

Other (please specify):

➤ **Method of payment**

Upon receipt of the completed registration form, an invoice will be forwarded to enable payment to be made via bank transfer. Please list your surname as the reference on your payment.

➤ **Please return to**

**Ms Brooke Pascale**

Training & Programme Coordinator

[bpascale@mindingmanners.com](mailto:bpascale@mindingmanners.com)

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**Thank you. We very much look forward to welcoming you soon.**