

**Course Participant
Booking Form / Terms + Conditions**



Information required	Please complete this column and return
Date booked	
Name of company	
Person making booking	
Phone number	
Email address	
Course Attending:	
Date of Course:	
Location:	
Name of Participant(s)	
Cost:	
Purchase Order Number:	
Invoice Address:	Postal Address for manuals: <i>(Note: this is sent by courier and has to be signed for)</i>
Any dietary requirements?	
Any other requirements or instructions?	

I confirm the booking details, above and accept the terms and conditions, below

Signed: Date:

Please sign this form and fax back to +44 (0) 870 429 2049 or scan and email to info@advantagelearning.co.uk

STANDARD TERMS AND CONDITIONS

Bookings

Quotations must be signed or agreed by email in order to confirm bookings.

Payment Terms

An invoice will be issued prior to the course. Full payment is required on receipt of the invoice and payment should be received within 30 days of the invoice date or 14 days prior to the course commencement date, whichever is earlier. Should the booking be made within 10 working days of the course commencement date, then payment must be made immediately. Attendance on a course may be refused if full payment has not been received and exam results will not be released until full payment has been made. The participant agrees to meet all bank, transaction and conversion charges to pay the full invoice amount, in British Pounds (GBP). In the UK or EU VAT will be added at the appropriate rate.

Cancellations

Participant cancellations will be refunded as follows:

- Greater than 10 working days prior to the course - 75% of the original invoice value including VAT, where applicable
- 10 or less working days before the course – no refund.

In the event of any cancellation, you must pay any costs for which we are liable to third party suppliers, for example facilities, equipment or catering.

We reserve the right to cancel a course at short notice should events beyond our control make this unavoidable. If this should occur, participants will be offered a place on our next available scheduled course, or alternative dates where it is a client-specific course.

Rescheduling

Participants may reschedule to another public scheduled course. Rescheduling will be subject to a £100 administration charge. Rescheduling must take place within 3 months of the original training date, subject to availability. We reserve the right to pass on any external costs caused by participant rescheduling. Rescheduling must be requested more than 10 working days before the course start date. Rescheduling within 10 working days of the course will be treated as a Cancellation, above.

Substitution

Participants may substitute themselves on a course at no charge but must take full responsibility for ensuring that all course documentation is passed on and that the new Participant meets the relevant pre-requisites for the course. Due to the intensive nature of the training and the preparation required, substitution must be made at least 1 week prior to the course start date.

Pre-requisites

Participants agree to carry out the pre-course reading and homework required to successfully complete the course. Where pre-requisite qualifications are required, for example when re-certifying or upgrading, the participant acknowledges they have gained the required certification to make them eligible for this course.

Liability

Advantage Learning cannot accept any liability for any actions whatsoever of course participants.

Employment

Any person introduced to the participant by Advantage Learning Limited who is subsequently employed either on a temporary or permanent basis by the participant or any company that the participant introduces, within a period of two years of the initial introduction date renders the participant liable to pay an introduction fee to Advantage Learning Ltd of an amount equivalent to 20% of the first year's salary.

Intellectual Property

During the course you will receive copies of material which is copyright to Advantage Learning Ltd. You agree not to share, copy, store or reproduce this material by any means without written authorisation from Advantage Learning Ltd.

Course Materials

Course materials will be dispatched by courier and require a signature on delivery. Proof of delivery to the company or organisation named above is proof of receipt and acceptance of the costs of all Course Materials. Evidence provided by a courier shall be a valid proof of delivery.

Advantage Learning Ltd, PO Box 28106, Edinburgh, EH16 5WJ, UK

Tel: +44 (0) 131 668 2445 Email: info@advantagelearning.co.uk

Web: <http://www.advantagelearning.co.uk>