

# Training & Competence Booking Form

Please provide details of the delegate and course you wish to register them on below:

Course/Assessment Name:				Course/Assessment Date:
Delegate Name(s):				
Company Name:				
Company Address:				
Company Registration Number:		VAT Number:		
Telephone Number:				
Email Address:				

## Invoicing address (if different from above)

Name:			
Company Name:			
Company Address:			
Company Registration Number:		VAT Number:	
Telephone Number:			
Invoice Email Address:			

## Terms & Conditions

- An invoice will be sent 100% on acceptance of booking form or purchase order. All training courses and competence assessments must be paid for in full according to the payment terms detailed on the invoice or prior to the course/assessment date whichever is sooner.
- Official joining details will be sent 2 weeks prior to the course/assessment date and will include location details, course timings, and any other relevant information.
- Delegates will receive course notes/competence syllabus, examination papers and attendance/competence certificate (where applicable).
- A cancellation fee will be charged as follows:-
  - Before 28 working days before the course date the fee will be 50%
  - Less than or equal to 28 working days before the course date the fee will be 75%
  - Less than or equal to 14 working days before the course date the fee will be 100%
- A transfer fee of £150.00 will be applied for any delegate changing from one course date to another.
- CSA Group/Sira Certification reserves the right to cancel a course/assessment should the number of bookings be less than the minimum required for the course/assessment. In these cases a full credit will be given, if a transfer to the next course date is not suitable.
- CSA Group/Sira Certification reserve the right to cancel a course/assessment for reasons outside of its control.
- CSA Group/Sira Certification is not liable for expenses incurred by the client should CSA Group /Sira Certification reasonably cancel or re-schedule a course/assessment.

## Declaration

I agree to the terms and conditions listed on this booking form and agree to pay in accordance with the payment terms detailed above:

Signed:  Date of booking:

Additional copies of the course notes/manual are available on a USB Memory stick at a cost of £20.00 plus VAT.

[ ] Please supply  (Quantity) USB Memory Stick(s)

<b>COST OF EVENT:</b>		<b>PROMOTION CODE:</b> (If applicable, discount will be applied by CSA Group)
<b>COST of USB MEMORY STICK(S):</b>		
<b>VAT AT STANDARD RATE (20%):</b>		
<b>TOTAL COST PAYABLE:</b>		

## Payment details

[ ] Please invoice my company PO no.\* \_\_\_\_\_

\*(Please include a copy of the purchase order with your booking for your booking to be processed)

[ ] I wish to pay by Credit/Debit\* card\*

\*(Please await order acknowledgement from a member of the team and we will provide you with a number to call to give the payment details over the phone)

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Once completed please email this form to: [uktraining@csagroup.org](mailto:uktraining@csagroup.org)

Registered office: CSA Group UK, Unit 6, Hawarden Industrial Park, Hawarden, Deeside, CH5 3US