

# 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)

Company Name:			
Company Address:			
Company Registration Number:		VAT Number:	
Telephone Number:			
Invoicing Email Address & Contact name			

## Terms & Conditions

- An invoice will be sent 100% on acceptance of booking form or purchase order and all training courses and competence assessments must be paid for in full according to the payment terms detailed on the invoice.
- Official joining instructions will be sent 2 weeks prior to the course/assessment date with location details, course timings, and any other relevant information.
- Delegates will receive course notes/competence syllabus, examination papers and attendance/competence certificate (where applicable) at the course.
- For course cancellations a fee will be charged as follows:-
  - 28 days or more before the course date the fee will be 50%
  - Between 27 days and 15 days before the course date the fee will be 75%
  - Less than or equal to 14 days before the course date the fee will be 100%
- Delegates wishing to change from one course date to another must notify CSA Group at least 14 days in advance of the course date, and pay a transfer fee of £150.00 + VAT per delegate per event. Transfers requested less than 14 days in advance of the course date will be charged in accordance with the above cancellation fees.
- 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 transfer will be offered or full credit 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 cancel or re-schedule a course/assessment for the above reasons.

## 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)