

Course Booking Form

Thank you for booking your training development with Training Alive.

Company/Organisation:	
Address:	
Telephone:	
e-mail:	
Course Title:	
Course Date/s:	
Delegates Names and Job Titles (names shown will appear on course certificates):	
Special Dietary Requirements?	
Person Booking Course:	

PAYMENT *(Please indicate method of payment)*
Bookings will NOT be accepted unless accompanied by a cheque or purchase order number.

Payment by Cheque

Cheque enclosed, Payable to Training Alive

Payment by Invoice

Order number

**Invoices MUST be paid prior to the course start, unless otherwise agreed.*

Please send completed form to:

Steve Payne, Training Alive, 9 Herbert March Close, Cardiff. CF5 2TD.

Telephone 07792 673284 www.trainingalive.co.uk Email: info@trainingalive.co.uk

Terms of Business

Programme Design

1. Due to the fluid nature of training courses and our continuous commitment to improve our training, we reserve the right to amend the course content and/or trainer.

Course Dates/Venues

1. **Training Alive** will make every effort not to change agreed dates or venues. However, where this is unavoidable you will be provided with an alternative date and/or venue.
2. In the event of a cancellation where payment has been received in advance, you will be refunded in full.

Bookings

1. We can only guarantee a place on a particular course on receipt of a completed 'Booking Form' or written confirmation.
2. Prior to returning a 'Booking Form', we ask that you check that all sections are complete and that you have provided a purchase order number.
3. The booking of any course is regarded as acceptance of these terms and conditions.
4. **All accepted bookings will receive written confirmation.**

Cancelling Courses

1. Any cancellation of a course or request to move to another date will be accepted verbally but **must** be made in writing as soon as possible.
2. Should you wish to cancel or transfer a delegate to another open course and provide us with at least 5 working days notice, no fee would be payable.
3. Should you wish to cancel a booking and provide between 7 and 14 working days notice, a 50% fee would be payable.
4. We reserve the right to charge full fee for cancellations with less than 7 working days notice.
5. Should a delegate fail to attend a course, the full course fee remains payable.

Changing Delegate Details

1. There will be no charge if a substitute person wishes to replace the original delegate/s. Please inform our office of any changes to the original booking as soon as possible for administrative purposes.

Copyright

1. The client is responsible for ensuring that delegates do not copy in whole or in part any training material acquired during the course, except with the express permission of **Training Alive**.

Payment for Company Days

1. You will be invoiced in advance of training. Payments for company day training should be forwarded within 28 days. However payment must be received not less than 14 days before date of training.
2. We are currently **not** VAT registered.

Disability

1. If any delegate has a learning difficulty, disability and/or a medical condition, please ensure that we know so that all reasonable adjustments can be made to achieve success.

Data Protection Act 1998

1. We will only use the data collected here in connection with our normal business activities and newsletter. By providing us with your email address you are agreeing to receive emails together with our periodic email newsletter. You may unsubscribe from the email newsletter at any time.