

Training course registration form



Training course registration form

Please print all information clearly.

Course name:						
Course date:						
Venue:						
Company name (if applicable):						
Full address, including postcode:						
Contact name:						
Telephone number:						
Email:						
PARTICIPANT 1						
Full name:		NI Number:				
Job Title:		Grade:				
Email:		Mobile:				
PARTICIPANT 2						
Full name:		NI Number:				
Job Title:		Grade:				
Email:		Mobile:				
Member	Applicant	Non-Member	Cost £	Plus VAT = £	Invoice	Advance

Payment terms and conditions:

1. Full payment is required on booking.
2. For non-Members, once your registration form is received, SELECT will call you directly for card details and to confirm the booking.
3. Upon booking, SELECT Member companies will be invoiced and should include purchase order number details if required.

4. An administration fee will be charged if a booking for SELECT training is changed on more than one occasion.
5. SELECT reserves the right to cancel training courses. In the event of such a cancellation, a full refund will be made or alternative course dates will be offered.

6. Contact SELECT Training **IMMEDIATELY** if you need to cancel a booking. In the event of a cancellation, the following charges will apply:

- 14 days' notice or more: no charge
- Less than 14 days' notice: 50% of course fee
- Non-appearance on morning of course: 100% of course fee

Please sign to accept the payments terms and conditions:

Signature:	Print name:	Date:
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