

# Training Services

## Training Course Registration Form

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND RETURN TO SOLID APPLICATIONS LTD BY FAX (0121 544 1600) OR EMAIL ([training@solidapps.co.uk](mailto:training@solidapps.co.uk))

<b>Company:</b>		<b>Contact:</b>	
<b>Address:</b>		<b>Position:</b>	
		<b>Department:</b>	
		<b>Tel. No.:</b>	
<b>Postcode:</b>		<b>E-mail:</b>	

<b>Delegate Name (s)</b>	<b>Course Code/Title</b>	<b>Date and Location</b>	<b>Purchase Order Number *</b>

<b>Special dietary requirements?</b>	
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YOUR PLACE CANNOT BE CONFIRMED UNTIL WE HAVE A PURCHASE ORDER. ONCE WE RECEIVE YOUR COMPLETED REGISTRATION FORM AND PURCHASE ORDER NUMBER, WE CAN SECURE YOUR BOOKING AND SEND CONFIRMATION AND JOINING INSTRUCTIONS.

\*WE REGRET, WE CANNOT ACCEPT ATTENDANCE ON ANY SOLID APPLICATIONS TRAINING COURSE WITHOUT A PURCHASE ORDER.

<b>Purchase Order No(s):</b>		<b>Order Value:</b>	
<b>Name:</b>			
<b>Company:</b>			
<b>Signature:</b>			
<b>Date:</b>			

**By signing this form, you are agreeing to the terms and conditions laid out on page 2**

# Training Services

## Terms and Conditions

SOLID Applications Ltd. reserve the right to cancel the enrolment of any delegate for whom payment has not been received one week prior to the start of the course. In such circumstances our standard cancellation terms will apply.

SOLID Applications Ltd. reserves the right to cancel a course:

- Through any circumstance beyond its control
- Through any circumstances deemed by SOLID Applications Ltd. to affect its ability to provide training to the normal standard
- If it does not attract the minimum number of delegates

In such circumstances, delegates will be given the maximum possible notice and offered enrolment on the next available course.

Courses are scheduled on demand and the frequency of any course will reflect that demand.

## Fees and Invoicing

In order to confirm all provisional bookings, we will require either a purchase order or alternatively a cheque along with your Training Course Booking form. If you submit a purchase order, you will receive an invoice for the required sum and **payment is due by return**. All prices stated are subject to VAT at 17.5%. All prices include course notes where applicable.

## Cancellation Terms

When a confirmed booking has been accepted by SOLID Applications Ltd. and it is subsequently cancelled or transferred to a later course at the request of the customer, SOLID Applications Ltd. reserves the right to apply the charges set out below:

<i>Where the request is received in writing</i>	<i>Cancellation</i>	<i>Transfer to later course</i>
More than five weeks before commencement	No charge	No charge
Three or Four weeks before commencement	25% of fee	No charge
One or Two weeks before commencement	100% of fee	50% of fee

**Please confirm you have read and agree to the above terms, and then sign below.**

<b>Purchase Order No(s):</b>		<b>Order Value:</b>	
<b>Name:</b>			
<b>Company:</b>			
<b>Signature:</b>			
<b>Date:</b>			

By signing this form, you are agreeing to the terms and conditions laid out above.

**Please ensure you sign both Pages 1 & 2 of this document to confirm your booking – without 2 signatures and a hard copy of the purchase order the course booking cannot be secured.**