

# DOTTED EYES TRAINING COURSE BOOKING FORM

Please faxback to 01527 556939



## Company Details

Name			
Company/Organisation			
Postal Address			
Contact Phone		Contact Fax	
Email Address			How did you hear about us?

## Delegate and Course Details

Delegate 1 Name			
Course Title		Date of Course	
Mobile Number		Price (ex VAT)	
Email Address		Dietary or access requirements	

## Delegate and Course Details

Delegate 2 Name			
Course Title		Date of Course	
Mobile Number		Price (ex VAT)	
Email Address		Dietary or access requirements	

I will immediately forward a cheque payable to "Dotted Eyes Ltd" for the full course fees plus VAT.

£

I would like to pay by credit or debit card. Please debit my account for the full course fees plus VAT.

£

## Payment Information

Name on card							
Card Type (circle as appropriate)	Visa	Mastercard	Maestro	Visa Delta			
Valid from		Valid To		Issue No		Security Code	
Card Number							

Signature		Date	
By signing this agreement, I agree to Dotted Eyes' Standard Terms and Conditions for Training.			

Dotted Eyes • Hanbury Court • Harris Business Park • Stoke Prior • Bromsgrove • B60 4JJ  
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Dotted Eyes is registered in England & Wales. Reg no: 04471760

# Dotted Eyes Limited

## Standard Terms and Conditions for Training

'We' means Dotted Eyes Limited, 'You' means the organisation booking the course and 'Delegate' means the individual named on the booking form.

### Pre-requisites

The course outline gives details of any pre-requisite knowledge and experience. You are responsible for ensuring that Delegates have the pre-requisite knowledge and experience in order that training may progress smoothly within the allocated time.

We are not liable to vary the course or refund charges in the event of a Delegate's lack of any pre-requisite knowledge or experience.

### Booking

A booking form must be completed and signed by each delegate, and returned to Us. Once signed, the booking form indicates the Delegate's agreement to these Terms and Conditions.

Delegate places are not secured until You have either paid Us or provided an official purchase order (by prior agreement).

When We receive a booking form, We shall send an email confirming acceptance and containing joining instructions to the Delegate's nominated email address.

### Fees

Fees include printed course materials, a course certificate and all refreshments, including lunch, during course hours.

Course fees also include the use of Our computers plus relevant software and datasets for the duration of the course.

Course fees do not include any travel expenses or accommodation costs incurred by any Delegates. VAT is charged at the standard rate.

### Payment

Payment is required in full at least 15 working days before the course start date. If payment is not received within this timescale, We reserve the right to re-allocate the place to another delegate.

Fees may be paid by bank transfer or credit or debit card (MasterCard or Visa). You may pay by cheque only if You send it in sufficient time for the cheque to be cleared.

Late bookings must be paid for by bank transfer or credit or debit card.

### Special requests

We can cater for dietary requirements, such as vegetarian meals, providing We are notified at least 5 working days in advance.

Our training suite is fully accessible for disabled Delegates, and We are happy to provide additional assistance, if required.

### Substitution

There is no fee for substituting a Delegate, provided We are notified in advance. It is Your responsibility to ensure that the substitute Delegate has the pre-requisite level of experience and knowledge.

### Transferring to another course

You must write to Us with any request for deferment or transfer.

No admin fee is payable in the case of deferments or transfers received at least 10 working days before the course start date.

An admin fee of 25% of the standard course fee will be charged for transfers or deferments received 9 working days or less before the course start date unless We are able to find an alternative delegate to fill the place. If the place can be filled, the admin fee will be waived.

Delegates can transfer or defer their place only once. The transferred or deferred place must be taken up within 3 months of the original course start date (or on the next course if that is later). If the Delegate does not take up this place, or transfer it to a colleague within that time, the full course fee will be payable.

### Cancellations

You must write to Us with any request for cancellation.

No cancellation charge is payable in respect of cancellations received at least 20 working days before the course start date.

A cancellation charge equivalent to 50% of the standard course fee will be charged for cancellations received 11 to 20 days before the course start date.

Cancellations received less than 10 days prior to the course start date will incur the full course fee. Where possible You should defer the place or transfer it to a colleague rather than cancelling it.

In the event of a Delegate failing to attend the course, the full course fee will be payable.

### Participation

You agree to the course outline when sending Us the booking form.

During the course, the Delegate should raise any concerns with the Trainer, so that matters can be rectified. If any concern cannot be resolved satisfactorily, the Delegate should submit a complaint in writing within 10 working days of the course finish date. We shall provide a written response within 28 days.

Whilst on our premises, all Delegates must abide by our Health and Safety and Security

policies as summarised by the Trainer (details available on request).

All belongings are the responsibility of their owner.

### Amendments to course content

Our courses are continually updated and We reserve the right to alter content without prior notice.

### Course cancellation

We reserve the right to cancel or postpone courses and will give at least 5 working days notice if the course is under subscribed.

We may also need to cancel the course for other reasons, but such cancellations are very rare. We have no liability for any non-refundable expenses incurred by cancellations due to unforeseen circumstances such as extreme weather, illness, death, accident or any other reason outside our control, including under subscription.

In the event of a cancellation, We will offer You a transfer to the rescheduled course, a full credit note towards an alternative course or a full refund.

### Copyright

We reserve all copyright and Intellectual Property Rights which are Our property. Course materials cannot be reproduced, translated, held in storage for retrieval or transmitted without permission in writing.

### Liability

The notes and training cannot be relied upon for legal interpretation. We and Our trainers and employees cannot accept responsibility for a Delegate's actions, nor those of anyone reading the course materials or interpreting the training in litigation, nor responsibility for any loss incurred as a result of relying on the training or training materials.

### General

We shall provide one set of training materials for each Delegate named on the booking form. These materials are provided for the exclusive use of that delegate.

Additional training materials may be requested after a training course to replace lost or damaged materials and will be charged at £50 per set.

These Terms and Conditions cannot be varied except by written agreement.

July 2007