**Public Course Registration Form**

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| **Company and Delegate Details:** |
| **Prefix** | *Select prefix.* |
| **Delegate’s First Name** | *Enter first name.* |
| **Delegate’s Last Name** | *Enter last name.* |
| **Company Name** | *Enter company name.* |
| **Job Title** | *Enter Job title.* |
| **Email Address**  | *Enter email address.* |
| **Contact Telephone** | *Enter phone number.* |
| **Address** | *Enter address.* |
| **Course of Interest** | *Enter name of course.* |
| **Course Start Date** | *Click here to enter a date.* |
| **How did you hear about us?** | *Select source*. |
| **Opt in to any non-operational emails for CQI/IRCA (Where applicable)** | *Opt in (CQI/IRCA).*  |
| **Please verify that you have read the prior knowledge requirements of this course and have met them.** | *Verification.*  |
| **Notes/Any special requirements (e.g. dietary)** | *Click here to enter text.* |

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| **I confirm the details above and I accept the terms and conditions on page 2.**  |
| Signed  |  | Date |  |
| **Please return this form to** **admin@charisventures.co.uk** |

**Standard Terms and Conditions**

**Registration**

Registration must be signed or agreed by email in order to confirm the place on the course.

**Payment Terms**

In the case that online payment is not preferable an invoice will be issued prior to the course. Full payment is required on receipt of the invoice and payment should be received within 30 days of the invoice date or 14 days prior to the course commencement date, whichever is earlier. Should the booking be made within 10 working days of the course commencement date, then payment must be made immediately. Attendance on a course may be refused if full payment has not been received and exam results will not be released until full payment has been made. The participant agrees to meet all bank, transaction and conversion charges to pay the full invoice amount, in British Pounds (GBP). In the UK or EU VAT will be added at the appropriate rate.

**Cancellations**

Participant cancellations will be refunded as follows

- Greater than 10 working days prior to the course - 75% of the original invoice value including VAT, where applicable.

- 10 or less working days before the course – no refund.

In the event of any cancellation, you must pay any costs for which we are liable to third party suppliers, for example facilities, equipment or catering.

**Rescheduling**

Participants may reschedule to another public scheduled course. Rescheduling will be subject to a £100 administration charge. Rescheduling must take place within 3 months of the original training date, subject to availability. We reserve the right to pass on any external costs caused by participant rescheduling. Rescheduling must be requested more than 10 working days before the course start date. Rescheduling within 10 working days of the course will be treated as a Cancellation, above.

**Substitution**

Participants may substitute themselves on a course at no charge but must take full responsibility for ensuring that all course documentation is passed on and that the new Participant meets the relevant pre-requisites for the course. Due to the intensive nature of the training and the preparation required, substitution must be made at least 1 week prior to the course start date.

**Pre-requisites**

Participants agree to carry out the pre-course reading and homework required to successfully complete the course. Where pre-requisite qualifications are required, for example when re-certifying or upgrading, the participant acknowledges they have gained the required certification to make them eligible for this course.

**Liability**

Charis- The Training Company cannot accept any liability for any actions whatsoever of course participants.

**Intellectual Property**

During the course you will receive copies of material which is copyright to Charis- The Training Company and / or related parties proving the course on Charis-TTC behalf. You agree not to share, copy, store or reproduce this material by any means without written authorisation from Charis- The Training Company.

**Your Privacy**

Charis- The Training Company respects your privacy and does not share your email address with other organisations - so you won’t be contacted by third parties. Charis- TTC is registered for data protection.