

Birmingham Commercial Training
 7 The Square, 111 Broad Street
 Birmingham, B15 1AS

PLEASE COMPLETE FORM IN CAPITAL LETTERS

t: 0121 616 0700
 f: 0121 616 0701
 e: info@bct.gb.com
 w: www.bct.gb.com

Section 1 - Info

Course Title:

Course Date:

Company Name:

Address:

Postcode:

Contact Name:

Contact Email:

Telephone No:

Fax:

Special Dietary Requirements:

Disability Requirements, etc:

Section 2 - Costs

Course Fee:	<input type="text"/>	Cheque enclosed <input type="checkbox"/> (Please Tick) Please note that all course bookings should be paid for in advance and all courses are subject to VAT.
VAT:	<input type="text"/>	
Total:	<input type="text"/>	
Signed:	<input type="text"/>	

Section 2 - Delegates

Delegates Name(s) and info

Name	D.O.B	National Insurance Number

Section 4 - Declaration

to be completed by or on behalf of person/ organisation to whom invoice will be addressed:
I confirm that I have read and understood the terms and conditions relating to the booking of the short course

Signed:

TERMS & CONDITIONS OF BOOKING

Booking procedure & confirmation

Bookings can normally be accepted at any time prior to the course start date, subject to availability. For City & Guilds 2391 Inspection & Testing Course, bookings made after the 6 week deadline will incur additional charges, such charges are advised at the time of booking. Provisional bookings will be held for 14 days for a Course scheduled to commence within 1 Month of booking; if payment is not received by this deadline, Birmingham Commercial Training reserves the right to allocate the place to another customer.

Payment terms

Full payment is required with all booking forms for courses booked less than 3 months in advance. Provisional bookings will only be held for up to 14 days. Immediate payment is required for courses booked less than 7 days before the course start date. On receipt of payment, joining instructions will be issued. For courses booked more than 3 months in advance a non refundable deposit is required. Delegates will not be able to commence a course until full payment has been received. Payment can be made by cash, cheque (made payable to Birmingham Commercial Training Ltd), Switch, VISA or Mastercard.

Delegate suitability

It is the customer's responsibility to ensure that the course is suitable for his/her requirements. All delegates should have read and understood the course outline and have met the necessary pre-requisites.

Delegate substitutions

If you would like to make a delegate substitution, please contact our training centre. Depending on the course, a notice period may apply, after which an administration charge may be incurred to cover awarding body fees.

Cancellation and rescheduling

If you wish to cancel or reschedule a course after payment has been received, we will make every effort to accommodate your new requirements. The following cancellation and rescheduling charges will apply:

All courses

- Fewer than 10 working days' notice of cancellation or amendment - 100% of invoice.
- 10 to 15 working days' notice of cancellation or amendment - 50% of invoice.
- 16 working days' notice and over / change in exam date only - £50 + VAT admin charge to cover awarding body fees.

In the unlikely event that your training course does not take place after we have received payment, Birmingham Commercial Training Limited will make every effort to reschedule the course. If this is not possible, any fees paid will be refunded. Birmingham Commercial Training Limited will not be liable for any costs incurred by the customer as a result of booking a course that is later cancelled or rescheduled.

