

Commercial Course Booking Form - 2008



Contact Name:	Company Name:
Delegate 1:	Address:
Delegate 2:	
Delegate 3:	
Delegate 4:	
Delegate 5:	
Delegate 6:	
Delegate 7:	
Delegate 8:	
Tel:	Fax:
Mobile:	E-mail:
Special requirements e.g. dietary, needing a reader:	Billing Address & Purchase Order No:

Course Title	Date	No of delegates	Delegate Cost	Total Cost
			£	£
			£	£
			£	£
			£	£
			£	£

Please make cheques payable to: **The College Ystrad Mynach** Total Cost £

Credit Card Details		Card Type: Visa/MasterCard/Switch:	
Name on Card:		Valid from:	Expiry Date:
Card Number		Switch Issue No.	

Official Company Purchase Order Number :

Signed:	Position:	Date:
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By signing this booking form, I accept and agree to The College Ystrad Mynach booking terms and conditions as outlined overleaf. CONFIRMATION WILL NOT BE OFFERED UNLESS PAYMENT IN FULL OR A RELEVANT PURCHASE ORDER NUMBER IS PROVIDED.

The College @ Tredomen
Tredomen Business & Technology Centre
Tredomen Business Park
Hengoed
CF82 7FN

Telephone: 01443 866270/1/2/3/4
Fax: 01443 866275

E-mail: jskym@ystrad-mynach.ac.uk
<http://www.ystrad-mynach.ac.uk>

Terms and Conditions - 2008



Booking Conditions:

- A valid Purchase Order Number or Full Payment together with a completed booking form must be received prior to delegates attending courses.
- Course payments become due upon receipt at the College Ystrad Mynach of a completed commercial course booking form.

Cancellations:

- The College Ystrad Mynach reserves the right to cancel courses where circumstances dictate no alternative course of action. For example - under-subscription.
- Where a course is cancelled in such circumstances, a transfer to the next suitable date will be offered to the delegate. If no suitable date is available, then a refund of fees paid will be made.
- No responsibility is accepted for incidental or consequential loss resulting from such a cancellation.

Where delegates find it necessary to cancel their attendance, the following conditions will apply

- Where notification is received more than 10 working days prior to the confirmed course date, no charge will be made.
- Where notification is received between 10 & 5 working days prior to the confirmed course date, 50% of the fee will be payable.
- Where notification is received less than 5 working days prior the confirmed course date, the whole fee shall be payable.

Substitutions:

- Where a named delegate is unable to attend a confirmed course, a substitute delegate may attend at no additional cost.

Transfer:

- A delegate request to transfer attendance of a course to an alternative date after confirmation has been received will be granted, subject to availability, at a charge of **£25.00**.
- Should the transferee subsequently cancel, then the original cancellation clause will apply.
- All changes requested verbally must be confirmed either by post, fax or e-mail.
- Changes will become effective on the date of receipt of written confirmation.
- Occasionally, due to circumstances beyond our control, alterations to timing and content of courses may become necessary. We therefore reserve the right to modify the course information or tutor.

Other Information:

- A buffet is provided for candidates following full-day courses. The cost is included in the price quoted. Any special dietary requirements need to be notified to the college in advance.
- A non smoking policy exists at our Tredomen training centre and candidates are requested not to smoke whilst on site.
- A copy of the colleges' equal opportunities policy is available for inspection on request.
- **“The College Ystrad Mynach offers the facility to enrol online for a small selection of its courses. Visit www.ystrad-mynach.ac.uk for more information”**