



COURSE BOOKING FORM

TRAINING COURSE DETAILS

Course Title:
 Course Date: Exam Date (if Applicable):
 Course Fee:

CANDIDATE DETAILS

Mr/Mrs/Ms Surname (in full): First Name(s) (in full):
 Date of Birth: National Insurance Number:
 Disability, Dietary or Special Needs: (Please State).....
 City & Guilds Candidate No:
 (If applicable):

CONTACT DETAILS

Contact Name: Position:
 Company Name: (if applicable)
 Company or Home Address:
 Postcode: Telephone:
 Fax: E-Mail:

PAYMENT DETAILS:

- I wish to be invoiced and enclose a Purchase Order (No)
- I enclose a cheque for £ (Cheques made payable to EAGIT Ltd)
- I wish to pay by direct credit transfer in pounds (£) sterling (credit to Natwest: Sort Code: 60-15-31) A/C No 48884936
- I wish to pay by Standing Order – Monthly amount: £..... (C & G 2330 Course Only)

I understand and agree to EAGIT's course booking terms and conditions.

Name: Signature:
 Date:

Please return completed booking form/s to:
 Administrator, EAGIT Ltd, 5 Hurricane Way, Norwich Airport Estate, Norwich NR6 6EY or Fax: 01603 484446

Data Protection Act 1988. The information you provide will be used by EAGIT Ltd. For the purpose of processing applications for Apprenticeships and may be shared with other organizations for the purpose of administrations, careers and other guidance and statistical research. Other organizations with which we will share information include the Learning + Skills Council, who fund education for young people and adults in England, Connexions and DfEE. MIAP and the Information Authority as other organizations we may share data with. At no time will your personal information be passed to organizations for marketing or sales purposes.

Signed: Date



Terms and Conditions

- Group member rates apply where applicable.
- Places can only be guaranteed on full payment of course fees.
- Course Fees are payable 2 weeks prior to commencement of course.
- EAGIT reserves the right to increase course fees should it be deemed necessary, prior to the commencement of the course.
- Some courses may be delivered in-company if required; special rates will apply.
- EAGIT reserves the right to cancel or reschedule courses should the numbers not exceed the minimum requirements.
- Course fees include refreshments, course materials and EAGIT certification.
- City & Guilds courses include registration, practical assessment and City & Guilds certification.

Cancellations

If delegates cancel or do not attend a course which has been booked; a charge will be levied as follows:

- Less than three weeks notice: 50% of the full course cost.
- Less than two weeks notice: the full cost of the course will be charged.
- Where cancellation includes an external exam; the full registration cost will be charged over and above any cancellation fee up to a maximum of the full course cost.
- Substitutions may be made only where no external exam is involved.

In all cases we will give consideration to the individual circumstances of the cancellation.