

Training course booking

We / I wish to book the following training package:

Course type: .....

Course Dates: .....

Student Numbers: .....

We / I agree to the booking of the aforementioned course during the dates stated. The signing of this document constitutes our / my agreement to the contractual obligations as set down in the Erebus UK Ltd Training course terms and conditions, a copy of which we / I have received and understood.

Signed: .....

Print Name: .....

Position: .....

Organisation: .....

Additional comments:

**Please return this complete document to the address below either by fax / email or post, once received we will contact you to confirm our availability.**

Confidential once complete

**Terms and Conditions - Training course bookings**

**1. Course bookings**

Training course bookings may be made by e-mail ([admin@erebus-uk.com](mailto:admin@erebus-uk.com)), via the Erebus UK Ltd website, letter or telephone.

Telephone bookings must be confirmed in writing upon request.

**2. Payment**

- If you place a booking within 31 days of the course start date you will be required to pay at the time of booking.
- If your booking is made more than 31 days before the course starts, you should pay in full within 14 days of booking, or no later than 31 days prior to the course start date, whichever is the sooner.
- If payment is not received by the due date the booking will be cancelled automatically and the course place will be made available to other students.
- Bespoke “closed” courses are subject to our set fee policy. (*Payment terms by arrangement*)

**Our banking details are as follows:**

- **Bank Details:** HSBC, **Sort code:** 40-24-11, **Account Number:** 21835203
- **IBAN:** GB02MIDL40241121835203, **BIC:** MIDLGB2133W
- **Cheques made payable to:** Erebus UK Ltd.

**3. Transfers**

Should circumstances mean that you need to transfer to another Erebus UK Ltd course then the following charges will apply dependent on notice given:

- More than four weeks prior to course start date - first transfer no charge.
- Two-four weeks’ notice given - 25% of course fee.
- Less than two weeks’ notice given - 50% of course fee.

**NB.** Free transfer applies to the first transfer only.

Subsequent transfers incur a minimum charge 25% of the course fee, rising to 50%, dependent on notice as shown above.

All transfers must be taken within a period of six months from the original course date.

**4. Cancellations**

Should circumstances mean that you must cancel your course and are unable to transfer your booking to another date at the time of written cancellation then the following charges will apply:

- 42 + days prior to an “open” course - No charge
- 22 – 41 days prior to an “open” course - 50% of total course fee
- 21 days and less prior to an “open” course - Full fee

- **Closed / Bespoke courses** - More than 42 days' notice – 25% of total course fee
- **Closed / Bespoke courses** – 22 – 41 days' notice – 50% of total course fee
- **Closed / Bespoke courses** – 21 days and less notice – Full fee

**NB.** Cancellation or transfer must be made in writing and received by Erebus UK Ltd by the due date.

## 5. Attendance

The training courses have a maximum attendance of 6 students unless previously agreed.

## 6. Non-attendance

If you do not attend a course, and have not previously informed us, the full course fee remains payable.

## 7. Late arrivals/missed sessions

If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.

## 8. Unforeseen circumstances

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

## 9. VAT

All course fees are subject to the current rate of VAT (valid exemptions apply).

## 10. Guidelines for students and employers

It is the employer's responsibility to ensure that students are free from any condition which would affect their capability to undertake their chosen course, and that they have the aptitude to cope with an intensive course of study / practical application. We welcome students with disabilities, but it remains their employer's responsibility to ensure that they are appropriately supported in their workplace.