SELECT - *Training*

Registration Form

PLEASE PRINT CLEARLY

Course Name: ……

Course Date: ……

Venue: ……

Company Name (If Applicable)……

Full Address: ……

……

Postcode: ……

Contact Name:……

Telephone: …… Email ……

Participant 1

Full Name: …….. NI Number : ……

Job Title : …… Grade : ……

Participant 2

Full Name: …….. NI Number : ……

Job Title : …… Grade : ……

Participant 3

Full Name: …….. NI Number : ……

Job Title : …… Grade : ……

Please sign to accept the Payment Terms & Conditions.

Sign Name: …….. Print Name: ……...

PLEASE SEE OVER FOR PAYMENT DETAILS AND TERMS AND CONDITIONS

FULL PAYMENT IS REQUIRED ON APPLICATION FOR ALL NON_SELECT MEMBERS*

Joining Instructions will be sent out TWO WEEKS prior to training course date

Payment is enclosed for the sum of £……. (£…….. + VAT)

Cheque, made payable to SELECT

or

Debit: Switch/Visa/MasterCard/Delta/Maestro (Delete as appropriate)

Valid From (Switch only) Expiry Date Last 3 digits on signature strip Issue No

Credit/Debit cardholder details (if different from participant)

Name ……

Address……

Postcode……

*If invoice required: (See 3 below)

Purchase Order No……. Invoice to be sent to……

Payment, Terms and Conditions

1. Course fees include course notes, refreshments and lunch (if full day or more).
2. Full payment is required before the day of course.
3. We will charge an administration fee of £20 if a booking needs to be changed on more than one occasion.
4. SELECT member companies can be invoiced prior to the course and should include purchase order number details on registration.
5. In the event of cancellations the following charges will apply:

Notice Period	% of Course Fee
7 days notice or more	NO CHARGE
Less than 7 days notice	50%
Non-appearance on morning of course	100%

   Please contact the Training Department immediately if you require to cancel.

6. SELECT reserves the right to cancel courses. A full refund will be made or alternative course dates will be offered.

Please return registration form together with payment to:
The Training Department - SELECT, The Walled Garden, Bush Estate, Midlothian, EH26 0SB

Tel No: 0131-445-5577 Fax No: 0131-445-5548