



## Cleanroom Technology Booking Form

Please complete this booking form and sign and scan it back to [enquiry@theccnet.org](mailto:enquiry@theccnet.org)

<b>Name</b>	
<b>Email</b>	
<b>Contact Number</b>	
<b>Current Role</b>	
<b>Address</b>	
<b>Company</b>	
<b>Accounts Email</b>	
<b>Accounts Contact Number</b>	

The CTCB-I takes great care to ensure that examinations are conducted in a fair and legitimate manner. The Examination Board will advise unsuccessful candidates, at their discretion, why they have failed to meet the expected examination requirements. There is also an appeals procedure whose decision is final. Details of examination decisions are confidential and remain privileged information restricted to the Examining Board. All candidates registering for this course are deemed to have understood and accepted these conditions. Students, by signing this form, are also deemed to have accepted that they will be attentive and studious during all teaching periods, and to study efficiently.

### Terms of Business

#### Payment

Once invoices are presented, payment is required by the due date on the invoice (15 days from date of invoice). We are unable to reserve places on courses until full invoice payment has been made.

**Course deferral or transfer**

In case of unforeseen circumstances, deferral can be arranged with more than 60 days' notice. Payment is still required on the invoice date. Booking transfers can be made without penalty with more than 60 days' notice. However, if less than 60 days' notice is provided, an additional 50% of the course fees will be payable.

**Course Cancellation**

In the event of a cancellation occurring more than 60 days before the course date, the course cost will be reimbursed, minus £60, if the Cleanroom Technology Course Book has already been dispatched to the candidate.

If cancellations are made less than 60 days but more than 30 days before course date, a 50% refund of the course cost will be issued, minus £60, if the Cleanroom Technology Course Book has already been dispatched to the candidate.

Courses will not be rescheduled if less than 30 days' notice is given under any circumstances, and no refunds will be provided for cancellations made less than 30 days before the course start date.

**Candidates Signature****Please print name:****Date**

For more details on CTCB-I TRAINING COURSES please visit [www.ctcb-i.net](http://www.ctcb-i.net).

For help and advice on which course is right for you e-mail [chair@theccnet.org](mailto:chair@theccnet.org).

Scan and return your completed and signed application form to [enquiry@theccnet.org](mailto:enquiry@theccnet.org) or post to Contamination Control Network, Knoll House, Knoll Road, Camberley, Surrey, GU15 3SY

Your place on any course is not guaranteed until you receive an e-mail of acceptance and a receipt for fees paid.

The CCN cannot accept any liability for travel or other expenses incurred.