



Introduction to Cleanroom Technology

Please provide the course date that you are booking:

1. Name of candidate/candidates

2. Company:

3. Address for Correspondence (please provide the individual email for the applicant for course correspondence and literature purposes)

Telephone:

Email:

5. Accounts contact name and address if different from above:

Telephone:

Email:

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.

Practical Course & Examination Deferral or Transfer

A deferral, due to unforeseen circumstances, can be arranged if more than 60 days' notice is given. Payment is still due on the invoice date. Transfer of a booking can be made without penalty if more than 60 days' notice is given.

Course Cancellation

If cancellations are made more than 60 days before the practical course and examination date, the full cost will be refunded minus £50, if the book has already been sent to the candidate (to cover the cost of the book and admin fees).

If cancellations are made less than 60 days but more than 30 days before the course and examination date, 50% of the course cost will be refunded minus £50.00 if the book has already been sent to the candidate (to cover the cost of the book and admin fees).

It will not be possible to reschedule candidates, under any circumstances, if less than 30 days' notice is given. No refunds will be given for cancellations made less than 30 days before the course's start date.

SIGNATURE OF CANDIDATE OR ORGANISER IF BOOKING FOR A GROUP**PRINT NAME:****DATE**

Please scan and return your completed and signed application form to 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. CCN cannot accept any liability for travel or other expenses incurred.