



Introduction to Cleanroom Technology

Date of course	
Company Name	
Company Address	
For Course Correspondence	
Name	Email Address
Contact Number	
Course Candidates	
Names	Email Addresses
Accounts for Correspondence	
Name	Email Address
Address (if different from main company address)	
Contact Number	
Terms of Business	
<p>Payment: Once invoices are presented, payment is required by the due date on the invoice. We are unable to reserve or hold places on courses until full invoice payment has been received.</p>	
<p>Practical Course and Examination Deferral or Transfer: A deferral, due to unforeseen circumstances, can be arranged if more than 60 days' notice is given. Payment will still be</p>	

due on invoice date. Transfer of a booking can be made without penalty if more than 60 days' notice is given.

Course Cancellation 60 days + (UK candidates only): If cancellations are made more than 60 days before the practical course and examination date, the full cost will be refunded minus £50 (per candidate), if the book has already been sent to the candidate - to cover the cost of the book and administration fees.

Course Cancellation 60 days + (Outside of the UK): If cancellations are made more than 60 days before the practical course and examination date, the full cost will be refunded minus £15(per candidate) to cover the cost of administration fees.

Course Cancellation – between 60 and 30 days (UK candidates only): 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 (per candidate) if the book has already been sent to the candidates – to cover the cost of the book and administration fees

Course Cancellation – between 60 and 30 days (Outside of the UK): 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 £15 (per candidate) to cover the cost of administration fees.

Cancellation - less than 30 days

No refunds will be given for cancellations made less than 30 days before the course date.

Signature of Course Organiser

Please print name

Date