

## Aspects International Course Booking Form

<b>Please complete the details below and return to:</b> Aspects International Limited Trelawna, Daleside Park, Darley, Harrogate, North Yorkshire, HG3 2PX. Tel/Fax +44 (0) 1423 781 218 Email: <a href="mailto:info@aspexint.com">info@aspexint.com</a> Internet: <a href="http://www.aspexint.com">www.aspexint.com</a>		<b>Course title</b> 5 Day IEMA Approved Foundation Course in Environmental Auditing  <b>Course Location</b> Manchester  <b>Course date</b> 12-16 November 2012
<b>Name Mr/Mrs/Miss/Dr</b>		<b>Position</b>
1		
2		
3		
<b>Contact address</b>   		<b>Tel no</b>  <b>Fax no</b>  <b>Email</b>  
<b>Invoice address if different from above</b>   		<b>Position</b>  <b>Accommodation required (please tick)</b>  <input type="checkbox"/> no
<b>Accounts contact name and phone number</b>  		<b>Bookings can only be accepted with          completed accommodation requirements          and payment details.</b>
<b>Purchase order number</b>  		<b>I/we enclose a cheque for          £</b>
<b>Please state below if any of the delegates have any extra requirements such as special dietary needs</b>   		
<b>Signature</b>		<b>Date</b>

## **Course administration and booking procedure information**

### **Course bookings**

Course bookings may be made by completing the on line booking form, telephoning or emailing Aspects International to make a reservation. A booking is only regarded as definite when a completed booking form, purchase order or written confirmation has been received by Aspects International. Course reservations can only be held provisionally up to 21 days before a course is scheduled to run by which time they must be confirmed or they shall lapse.

### **Joining instructions**

Course joining instructions including a 'How to find us' map will be forwarded at least two weeks before the course commences or the date on which a course booking is made if later.

### **Course and accommodation fees**

Non-residential course fees cover lunch, refreshments and all training materials. Every effort will be made to maintain fees as shown but we reserve the right to change them where necessary.

### **Cancellations**

If you wish to cancel a booking you must notify us in writing up to 21 working days before the date of commencement of the course. If full payment has been made, a credit note will be raised. A refund can be arranged on written request. If payment has not been made the booking will be cancelled. If you notify us that you wish to cancel the booking less than 21 working days prior to the commencement date of the course you will incur the following charges:

Period prior to course commencement date	Cancellation Fee
15 to 21 days	25% of course fees
8 to 14 days	50% of course fees
7 days or less	Full course fee

### **Substitutions and Transfers**

Substitution may be made at any time at no additional cost.

### **Change to or cancellation of courses**

Course contents, prices and dates are, to the best of our knowledge, correct at the time of going to press. It may be necessary for reasons beyond our control to change the content, timing or price of a course. In the event of a course being cancelled we will make a full refund but hereby disclaim any further liability. If there are insufficient delegate numbers to make the course viable two weeks prior to the course due date, we will postpone the course and either refund in full or transfer delegates to another course.

**Please ensure that you keep a copy of these terms and conditions for your own records.**