

# Sentinel Safety Solutions Ltd – Course Booking Form

(Please note our booking conditions and cancellation policy below)

## Course and delegate details

<b>Course Title:</b>		
<b>Course fee:</b>	<b>Course dates:</b>	
<b>First name:</b>	<b>Surname:</b>	<b>Mr/Mrs/Ms/Dr/Miss</b>
<b>Position in company:</b>		
<b>Company name:</b>		
<b>Address:</b>		
<b>Postcode:</b>	<b>Telephone:</b>	<b>Fax:</b>
<b>e-mail address:</b>		
<b>I have read and agree to the cancellation policy set out below</b>		
<b>Authorised signature:</b>		
<b>Print name:</b>	<b>Date:</b>	

<b>Please let us know if you have any specific requirements eg, dietary, access</b>

<b>CONDITIONS OF BOOKING</b>	
An invoice and joining instructions will be sent on receipt of this booking form and a copy of the purchase order (if applicable). <b>Invoices must be settled prior to attendance.</b> Interest may be charged on late payments. Please read the cancellation policy below.	
<b>Name and address to send the invoice</b>	<b>Purchase order number</b>

## CANCELLATION POLICY

We will make every effort to accommodate changes to your schedule if for any reason you cannot attend your confirmed course, but please note our cancellation charges. We reserve the right to cancel a course if minimum numbers of delegates cannot be met. An alternative date may be offered.

If you cancel a booked course, we must be notified in writing with at least 28 days notice to prevent incurring costs. Once a course is booked (irrespective of notice period) where course material and examination papers have been ordered specifically for the proposed course and the booking is then cancelled, a charge equivalent to the cost of the materials will be made.

**If less than 28 days notice is given, the following charges apply:**

<b>15-27 days prior to start date of course</b>	<b>Refund of 50% of the total course fee applies</b>
<b>14 days or less prior to start date of course</b>	<b>No refund of the course fee</b>

Where it is requested that a booking be postponed, the above mentioned charges will apply but may be reduced or waived at the sole discretion of Sentinel Safety Solutions Ltd.

**Please Email or Fax or Post the completed form to**

Sentinel Safety Solutions Ltd, Sentinel House, The Courtyard, Harris Business Park, Stoke Prior, Bromsgrove, B60 4DJ Tel:01527 833834 Email: [booking@sentinelsafety.co.uk](mailto:booking@sentinelsafety.co.uk)  
Fax: 01527 874848