

Booking Form



Please complete all details and fax back to **0191 515 2338** or post to our address.

Section A - Course Details

Course Title:

NEBOSH General Certificate No. (where applicable)

Course Start Date: Study Mode: Block release Day release

Payment Detail: Company Sponsored Self Funded ELC Supported Distance Learning

Other Funding (please specify) Have you an agreed instalment plan? Yes No

For Exam Bookings Only

Exam Detail: Date:

Did you study with Integra? Yes No

If no, please provide name of ACP (Accredited Course Provider):

Section A - Delegate Details

Name: Date of Birth:

Email: Telephone Number:

Address:

Section C - Company Sponsored Only

Company Name: Telephone Number:

Company Address:

Invoice Address:

Purchase Order:

Company Registration Number: Company VAT Number:

Booking Confirmation Name: Date:

Signature:

Please tick here to confirm that you have read and accept our Terms and Conditions

For office Use Only: Booking Conf: Initials: Date:

Payments - All cheques should be made payable to **USE Ltd**. Company sponsored students must provide a purchase order number. We accept credit/debit cards, cheques and BACS transfers.

Integra Training and Consulting, Reg Vardy Centre, St. Peters Campus, Sunderland, SR6 0DD



Terms and Conditions

Provisional Bookings

Provisional bookings can be made however, as courses operate on a first come first served basis delegates with the ability to confirm their booking will be given priority placement.

Overseas Bookings

Bookings received from organisations or individuals outside the UK must be paid by either credit card or BACS only. Exam bookings and course materials will not be sent until full course payment has been received.

Multiple Bookings

Discounts apply to delegates booked on to the same event on the same dates, and only where indicated. If you are given a discount for booking more than one person onto the same date and you later wish to transfer some of the delegates to another event, the fees will be recalculated and you will be asked to pay additional fees dues as well as any administrative charge.

Accommodation

Should you require accommodation whilst studying towards one of our courses this can be arranged for the nights between the event days and also the night immediately before the event. If you require accommodation please advise us upon booking. You will be liable for any costs incurred by Integra as a result of cancelling accommodation. Where clients have booked their own accommodation, should the course be cancelled by Integra, clients are liable to pay any accommodation costs incurred.

Course Fees

All course fees are payable upon confirmation of booking and an invoice will be sent to you. Course fees can be paid by BACS, Credit/Debit card or Cheque – all cheques must be made payable to USE Ltd. Installment options may be available and must be pre-arranged with a member of Integra staff. VAT is chargeable at the standard rate.

Delegate Substitutions

There will be no charge if a substitute person wishes to replace the original delegate. Please inform us in writing of any change to the original booking. If new course materials are required there will be a standard charge of £75+VAT.

Issued Course Material

For cancellation, where course material has already been issued, (such as P3 and P4 courses) the full course fee will be retained. Course material is non-returnable. Should the delegate wish to transfer from these courses onto a different mode of study the difference in cost will be payable.

Cancellation / Amendment of Courses

Integra training courses are continuously reviewed and improved and therefore we reserve the right to alter course content without prior notice. Integra Training and Consulting reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date or a full refund. Integra Training and Consulting reserves the right to change the venue at any time and without prior notice from that published.

Cancelling Bookings

For cancellations made in writing and received:

- Over 20 working day before the event, course fees will be refunded
- 11-20 working days prior to the start date a charge of 50% of the course fee will be payable
- 10 working days or less the full course fees will be charged.

Transferring Courses

Transfer requests must be made in writing and received at least 10 working days before the event or cancellation charges will apply. Integra will try to offer a place on the same course (subject to availability) and attendance must be within six months of the original course date. If a delegate wishes to transfer a booking between 10-20 working days of the course start date there will be an administrative charge of 25% of the course fee.

For transfers less than 10 days prior to the start of the course 50% of the course fee will be retained. The delegate will remain liable in full for all accommodation and other costs incurred. If that transfer is then cancelled at any time, the full course fee remains payable.

- NEBOSH General Certificate – All delegates who have already started their course but wish to transfer to alternative dates will be subject to £100+VAT administrative fee
- NEBOSH Diploma – All delegates who have already started the course but wish to transfer to alternative dates or swap between training centres will be subject to £200+VAT administrative fee.