

COURSE BOOKING FORM



Please complete this booking form in full using BLOCK capitals and either email or post it to Farrow Risk Management Ltd, 67 Queens Road, Portsmouth, Hampshire, PO2 7LT or email to info@farrow-rm.com

1. Course Details

Please give details (below) of the course(s) that you would like to book.

Course Title	Date	Course Costs (If known)

2. Company information

Information	
Name of Company	
Person making booking	
Phone Number	
Email Address	
Training Location	
P/O Number (if available at time of booking)	

3. Candidate Details

Name	Email	Telephone

COURSE BOOKING FORM



4. Organisation to Invoice

<i>Name</i>	<i>Invoice Address Details</i>	<i>Purchase Order</i>

5. Comments

COURSE BOOKING FORM



6. Booking Conditions

Payment Terms

Payment terms are 30 days from receipt of invoice or as specified in the quote. Training certificates will not be dispatched until full payment is received.

Cancellations

Participants must confirm cancellations in writing or email. Farrow Risk Management Ltd reserve the right to cancel a course at short notice should events beyond our control make this unavoidable without any liability to ourselves. If this should occur, participants will be offered a place on our next available scheduled course, or alternative dates where it is a client-specific course.

For bookings a 50% refund of the full amount will be given for cancellations made no later than 14 days prior to the training date. No refunds will be given for cancellations made within 14 days of the training date.

Intellectual Property

During the course you will receive copies of material that is copyright to Farrow Risk Management Ltd. You agree not to share, copy, retain or reproduce this material by any means without written authorisation from Farrow Risk Management Ltd.

Course Material

Will be emailed prior to the course or given to students on registration

Pre-requisites

Participants agree to carry out the pre-course reading and homework required to successfully complete the course. Where pre-requisite qualifications are required, for example when re-certifying or upgrading, the participant acknowledges they have gained the required certification to make them eligible for this course.

Your Privacy

Farrow Risk Management Ltd respects your privacy and does not share your email address with other organisations therefore you will not be contacted by third parties.

Substitution

Participants may substitute themselves on a course at no charge but must take full responsibility for ensuring that all course documentation is passed on and that the new Participant meets the relevant pre-requisites for the course. Farrow Risk Management Ltd must be notified of any substitution required on all courses that have or will be registered with an examination body.