



Course Booking Form

Name:

Address:

Email:

Contact number(s):

Course Title(s):

Course Date(s):

Company Name:

Company contact Name:

Company Address:

Purchase Order Number:

Course Fee: €

A signed copy of this booking form and payment must be received by Digicore no later than 2 weeks prior to the start date of the course.

This form should be printed out and signed by a person authorized to place an order. A purchase order must be attached if needed by your company. Payment is however still required **BEFORE** course attendance. Your order is subject to the terms and conditions attached.

Name..... Date

Signed..... Office use only: REF



Acceptance

All customers and delegates undertake, by virtue of making a booking with Digicore to be bound by these terms and conditions, which they are further deemed to have read and understood.

Bookings Procedure

1. Call us to check the cost and availability of places on your selected course and book your chosen course.
2. We will:

Issue a confirmation of availability (this booking form), which is valid for seven days. This document must be signed by an authorized person and returned to us by post or email. We cannot guarantee that your booking will be held if the returned confirmation is not received in time.

Payment

On receipt of a signed booking confirmation form an invoice will be sent for immediate payment. Cheques should be made payable to Digicore. Payments may also be made by direct bank transfer. All payments must be made in € Euro. Courses delivered in the Republic of Ireland are not subject to VAT, however VAT is payable for all courses delivered in the UK even if the booking is being made by an overseas organisation.

As soon as payment is received we will:

1. Issue joining instructions for you to distribute to your delegates.
2. Issue accommodation information. You are responsible for booking any accommodation your delegate needs. We have no involvement with accommodation except where expressly stated.

Substitution and Cancellations

Delegate substitutions may be made at any time, without penalty.

If a delegate withdraws from any given course *for whatever reason*, within 15 working days of the start date of the course the fee will remain payable in full. We deeply regret the need for this condition, but demand for our courses is such that we suffer a serious financial penalty if any place is left un-occupied. We will, however, offer a 15% discount if you re-book a place on any replacement course within 90 days, of any such cancellation. When a cancellation is agreed a code number will be issued for all future reference.

Course Changes

Digicore reserves the right to improve the specification and format of its courses for the benefit of the delegates without notice to the customer.

Due to unforeseen circumstances it may occasionally be necessary to cancel, reschedule or relocate courses or substitute an instructor. Digicore reserves the right to reschedule courses with less than 6 delegates. Digicore will use its best endeavors to avoid changes of this nature and all delegates will be notified in advance of any change.

Copyright

The copyright and any other rights, including intellectual property rights in all course materials shall remain the sole and exclusive property of the owner. The copying, transcribing or photographing of any course, materials, computer programs, computer code or digital information produced or supplied as part of any course is prohibited, as is any attempt to disclose, sell or hire the same to any third parties. The use of any such material in whole or in part for the running of any training or refresher courses is expressly prohibited.

Responsibility

The customer accepts that it is their responsibility to verify that the courses are suitable for the requirements of the delegate attending any particular course and that the delegate has the necessary level of competence to be able to achieve the objectives of the course.

Delegates acknowledge that they will not use any techniques learned during the training in any harmful or malicious ways. Digicore shall not be liable in contract, tort or otherwise for the actions of delegates.

Information

The personal information you have provided is protected under the Data Protection Act 2003. It may be used by Digicore to administer courses, seminars and other training. It may also be passed to the training venue to meet their security and health & safety requirements.