Application Form

Return this with your completed Course Entry Criteria Form (not applicable for Core of Knowledge course) otherwise your application can not be processed

Course Required: ..... **Course Date Required:** .....

Title _____ First Name _____ Family Name _____

Current Position _____

Full Work Address _____

_____

Postcode _____ Contact Tel. No. _____

Fax _____ Email _____

Full Home Address _____

_____

Postcode _____ Please send future correspondence to: WORK ☐ HOME ☐

Payment Details

If you are paying by credit/debit card the house no. & postcode given above must be that of the cardholder

☐ I enclose a cheque for £_____ made payable to The Laser Training & Education Centre

☐ Debit the amount £_____ from my credit/debit card Mastercard ☐ Visa ☐ Delta ☐ Switch ☐

Card Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Valid from ☐☐☐☐ Delta/Switch only

Expiry Date ☐☐☐☐ Issue No. ☐☐ Delta/Switch only 3 digit Security No. ☐☐☐

Signature _____ Date _____

☐ Please invoice me (supply full name & address to be invoiced below)

Company/Organisation/Department _____

Full Postal Address _____

_____ Postcode _____

Company VAT number _____

Terms & Conditions

1. To register on the course please complete this form fully & return with your Course Entry Criteria Form by fax or post.
2. Payment should be sent with the course application. If a course is fully subscribed your place will not be guaranteed until full payment is received.
3. Substitutions may be made up to two days before the start date but must be confirmed with The Laser Training & Education Centre otherwise an administrative charge will be levied.
4. Cancellations/postponements must be given in writing. Cancellation/postponement periods & charges are as follows: > 4 weeks notice: 25% of full fee, 3 weeks notice: 50% of full fee, 2 weeks notice: 75% of full fee, < 1 weeks notice: full fee applies. All cancellations/postponements shall be subject to a £75 admin charge regardless of notice period.
5. The course fee includes course reference materials, lunch, refreshments and Certificate of Attendance as applicable.
6. Course applications will be acknowledged and joining instructions/notes will be issued prior to the course start once full payment is received.
7. If for any reason the course does not proceed, course fees will be returned in full. However, The Laser Training & Education Centre will not accept any consequential liability irrespective of notice given of course postponement or cancellation.
8. All course materials are subject to, and protected by copyright and must not be reproduced without express written permission of The Laser Training & Education Centre.
9. We reserve the right to change course dates without prior notice.

I have read and accept the Terms & Conditions, please reserve a place on the course requested above

Signature _____ Date _____

Car Parking is NOT available at the Clinic, but side street parking & an alternative car park area is located just 1 minute walk from the Training Centre - see map for details.

Please indicate if you have any special dietary needs _____

Please indicate if you have any special access/learning needs _____

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