

Contact Details

Organisation	
Name	
Telephone Number	
Email	
Address	

Course Details

Training Course	
Preferred Date	
Number of Attendees	
Location	

Location Details

Room capacity	
Projector Available	
Access Restrictions	

Payment Details

Course Fee	£350 + VAT
Payment Method	Cheque / BACS

CPD Training Course Terms and Conditions

1 Definitions

- 1.1 "Trainer" means BFC Solutions Ltd or RS Renewables Ltd.
- 1.2 "Client" means the organisation to whom the training course is to be delivered.
- 1.3 "Delegate" means an individual attending the training course.

2 Booking Conditions

- 2.1 The Trainer requires course registration to be confirmed by the Client in writing either as an on-line email booking, fax or letter with a valid purchase order number at least 4 weeks in advance of the course.
- 2.2 Essential information and course instructions will be sent to the Client at least 2 weeks before the date of the course.
- 2.3 The training facilities including room and any refreshments are the responsibility of the Client.
- 2.4 The Client may send maximum of 12 Delegates per training course unless previously agreed in writing with the Trainer.

3 Payment

- 3.1 Payment of the full course fee is required 4 weeks prior to commencement of the course, or on booking, whichever is the latter.
- 3.2 The course fee covers training, course materials, and a CPD attendance certificate.
- 3.3 All course fees are subject to the current rate of VAT.

4 Cancellation

- 4.1 Cancellation by the Client will be subject to cancellation charges as follows:
 - 4.1.1 More than two weeks prior to commencement of the course: No penalty.
 - 4.1.2 One to two weeks prior to commencement of the course: 50% of course fee.
 - 4.1.3 Less than one week prior to commencement of Course: 100% of course fee.
- 4.2 The Trainer reserves the right to cancel or reschedule a Training Course due to unforeseen circumstances. The Trainer will make every effort to agree with the Client an alternative course date or refund payment in full.

5 Transfers

- 5.1 The Client may substitute Delegates provided they meet the minimum skill level required for the course.

6 Copyright & Disclaimer

- 6.1 It is acknowledged that all intellectual property rights, including copyright, remain the sole property of the Trainer and any recordings or copies made of course materials will be an infringement of copyright unless agreed in advance and in writing by the Trainer.
- 6.2 All information provided by the Trainer is given in best faith and the Trainer will not be held responsible for any director in-direct actions taken by the Client, any other individual or third-party organisation as a result of the information provided during the training course.

7 Applicable Law

- 7.1 The CPD Training Course Terms and Conditions are governed and construed in accordance with the laws of England and Wales.