

# TRAINING COURSE ENROLMENT



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Name of person booking course :

Organisation :

Address :

Telephone : Facsimile : Email :

Course Title :

Course Date(s) :

Name(s) of Trainees(s)	1.	5.
	2.	6.
	3.	7.
	4.	8.

Special dietary requirements :  
(e.g. Vegetarian)

Do you require special arrangements regarding any disability or medical needs? Please state :

NB There is no wheelchair access to the training suite at Eccles House.

Official order number :

Authorised signature :

Where did you hear about CDR Group and this training course?

**If you require further information e.g. taxi, accommodation list, location map or course outline please contact us.  
PLEASE ATTACH AN OFFICIAL PURCHASE ORDER IN ACCORDANCE  
WITH THE TERMS AND CONDITIONS OF BOOKING  
(ORDERS PLACED LESS THAN 14 DAYS PRIOR TO THE START OF THE COURSE SHOULD BE ACCOMPANIED  
BY A CHEQUE)**

Course prices include:

- course organisation and administration
- dedicated training facilities
- luncheon and refreshments
- course notes
- personal use of PC and software

**PLEASE OBSERVE THE TRAINING TERMS AND CONDITIONS ON THE REVERSE OF THIS FORM.**

**ALL COURSES START AT 10.00 A.M. ON THE FIRST DAY UNLESS OTHERWISE STATED.**

# CDR GROUP

## TRAINING BOOKING TERMS & CONDITIONS

WHERE ONE NOMINEE IS BOOKING FOR OTHER TRAINEES THEN ALL TRAINEES SHOULD BE MADE AWARE OF THESE TERMS AND CONDITIONS

These booking terms and conditions govern the provision of all training courses offered by the CDR Group.

### 1. CLIENT CONFIRMATION

All course bookings must be confirmed by completion of CDR Group's Training Booking Form and accompanied by an official order & number, and signed by an authorised representative of the Client. The confirmation will deem that these terms and conditions are accepted by the Client.

### 2. FEES/CHARGES

Fees quoted are for training only and do not include accommodation. Refreshments and lunch will be provided during training hours. All fees and charges are subject to VAT at the current rate.

### 3. PAYMENT OF FEES

Advance booking procedure will generate an invoice which is payable before the course commences, unless otherwise agreed by a representative of CDR Group. The invoice will show a date by which payment is due. Late booking confirmation should be accompanied by the appropriate payment, following which, a receipted invoice will be forwarded. Cheques should be made payable to "Contract Data Research Ltd."

### 4. CANCELLATIONS

If a booked delegate is unable to attend a substitute delegate may attend in their place. All delegates are expected to be of a suitable level of experience and knowledge to attend the course in question.

A course place may be cancelled without charge, providing written notice is received at least twenty working days prior to commencement of the course.

If notice of cancellation is received between ten and twenty working days prior to commencement of the course, 50% of the training fee is chargeable. If notice is received less than ten working days prior to commencement

of the course, then the full tuition fee will be chargeable.

Reservations which have been paid for in full and then postponed by the client must be rearranged within 3 months of the original course date.

### 5. CHANGES

CDR Group reserves the right to make any changes (including cancellations) to the courses advertised. It should be noted that courses will only be cancelled or changed in extreme circumstances. The prices are based on an economic minimum number of delegates and should this number not be reached, then the course will be cancelled and alternative dates will be offered. Clients will be contacted no less than five working days before a course is due to commence if there is any amendment to scheduling.

### 6. PARTICIPATION

Delegates undertaking training should be in receipt of an information sheet provided by CDR Group in order that they are aware of the course outline. In the unlikely event that you may have a complaint please inform your Tutor immediately and he/she will endeavour to help you there and then. If the matter cannot be resolved then you should write to us no later than ten working days after your course had ended.

### 7. PERSONAL BELONGINGS

All personal belongings are the sole responsibility of the owner whilst attending the CDR Group training facility.

### 8. LIABILITY

CDR Group shall not be liable for failure to perform its duties due to illness, death, accident, industrial dispute, third-party default or for any reason outside CDR Group's reasonable control.

### 9. COPYRIGHT

All rights reserved. No section of the training material may be reproduced nor transmitted in any form without CDR Group's prior permission.

### 10. HOURS OF TRAINING

The training facility will open from 09:30 hours and the courses commence at 10:00 hours. The usual finish time is 16:30 hours. In some instances, i.e. where complete courses are booked by a single Client, the training times may be amended to accommodate Client's requirements.

### 11. TRAINING ON-SITE

These terms and conditions will apply where on-site training has been mutually arranged, with the exclusion of:  
Refreshments and lunch being provided;  
Training hours (to be mutually agreed);  
Client requirements.

### 12. CLIENT REQUIREMENTS

Should you need assistance with finding suitable accommodation or in making travelling arrangements, we will be pleased to help.

An accommodation list and location map is available, please contact our office for details.

Clients with disabilities will be given every assistance, but please let us know, in advance, of your needs.

**Unless prior request is made for vegetarian or vegan meals, CDR Group cannot provide meals or refreshments for these clients whilst attending a course or undertaking consultancy.**

Should you have any queries, please contact CDR Group on 01433 621282.