

Please return to: bookings@project-realization.com**Delegate Details**

Title:	Full Name:	Job Title:
Company:	Dept:	
Delivery address for pre-course reading materials:		
Post Code:	Email:	
Tel:	Mobile:	
How did you hear about Project Realization Limited (PRL)?		

Course Details

Course Title:	
Course Location:	Course Date(s):
Any additional special requirements (e.g. dietary, access, dyslexia or English as a second language)?	

Method of Payment

<input type="checkbox"/>	Cheque
<input type="checkbox"/>	BACS Transfer
<input type="checkbox"/>	Credit Card
<input type="checkbox"/>	Purchase order needed – PO number: _____
<input type="checkbox"/> I have read and agree to the terms and conditions	

Invoice address (please complete if different from delivery address)

Name:	Job Title:
Company:	Dept:
Address:	
Post Code:	
Tel:	E-mail:

Public Scheduled Course - Terms and Conditions

Project Realization Limited (PRL) must have received payment in full at least 28 days before the course start date.

For bookings made within 28 days of the course start date, payment must be made in full at the time of booking.

Joining instructions will be sent approximately 2 weeks before the course commences.

Project Realization Limited (PRL) reserves the right to modify course content, to alter or cancel course dates and to change the training venue (to a similar venue within a reasonable/local distance). PRL also reserve the right to refuse admission if payment has not been received.

If a delegate cancels their booking the following charges will apply:

More than 28 days prior to start date = no charge

14-28 days prior to start date = 50% of total course fee

Less than 14 days prior to start date = 100% of total course fee.

If you transfer the booking to another PRL course the following will apply:

More than 28 days prior to start date = no charge,

14- 28 days prior to start date = £250 transfer fee

Less than 14 days prior to start date there is no option to transfer.

Delegate substitutions:

Please contact PRL prior to commencement of the course if substitutions are to be made. There are no charges for delegate substitutions. However, all delegates must have all the necessary pre-requisites in order to attend the course.

PRL reserves the right to cancel or change any public or in-house course and undertakes to provide reasonable notice of the cancellation or change except in the case of an emergency. The delegate will be entitled to a refund of any fee paid to PRL in the event of a cancellation or any change to the course date or significant change in venue, but shall not otherwise be entitled to compensation or costs or damages arising from such a cancellation or change.