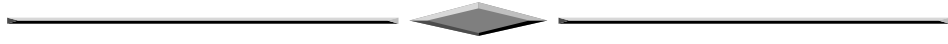




COURSE BOOKING FORM

Finance Office Use Only

Invoice No.
Amount. £



Name	Course Code (see calendar for codes)	Course Date	Price (GBP)
		Total:	£ + VAT

Course Venue: **University of Portsmouth, Anglesea Building, PO1 3DJ, Room A2.13 .**

- I certify that _____
accepts responsibility for the fees for the delegate(s) named above
- I confirm that the delegate(s) named above fulfil the prerequisites of the course applied for,
as defined in ESA-STR-258, annexes 3 – 8: <http://www.asta-technology.co.uk/documents/ESA-STR-258.pdf>
or <https://escies.org/ReadArticle?docId=736>
- I have read and agree with the terms and conditions (see overleaf)

Signature : _____ Date : _____
(If returning this form by email, please insert at 'Signature': 'original signed by _____')

Name & Position : _____ Email Address: _____
(for course confirmation)

Address for Invoice : _____

	 asta technology uk ltd Registered address: 37 Webb Lane, Hayling Island, Hants, PO11 9JF, UK
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Terms and conditions overleaf:

1. Postponement, Cancellation and Payment policy

1.1 Our Commitment to you

We will endeavour to ensure that any course for which we have accepted a booking in writing, will take place.

In the unlikely event that we are unable to deliver the course, we will notify you as soon as possible and refund any fees already paid, or with your agreement, hold the fees for an agreed rescheduled date.

1.2. Your commitment to us

Once you have received our written confirmation of your booking, your attendance (or your delegate's) will be expected.

If you or your delegate are unable to attend a course for which you or your company have received a written confirmation, the following cancellation terms will apply:

1.2.1 Scheduled Courses on published calendar

For cancellations within:	Charge
>15 working days of course start	No charge
10-15 working days of course start	25% of course fee (Half of this charge will be discounted from course booking accepted for a later date)
5-9 working days of course start	50% of course fee (Half of this charge will be discounted from course booking accepted for a later date)
<5 working days of course start	75% of course fee (Half of this charge will be discounted from course booking accepted for a later date)

1.2.2 Custom and off-campus Courses

For cancellations within:	Charge
>15 working days of course start	Any non-refundable travel and accommodation costs
10-15 working days of course start	Any non-refundable travel and accommodation costs + 25% of course fee (Half of this charge will be discounted from course booking accepted for a later date)
5-9 working days of course start	Any non-refundable travel and accommodation costs + 50% of course fee (Half of this charge will be discounted from course booking accepted for a later date)
<5 working days of course start	Any non-refundable travel and accommodation costs + 75% of course fee (Half of this charge will be discounted from course booking accepted for a later date)

1.3. Payment terms

CWO, ie cheque or BACS payment with order unless otherwise agreed.
Cheques payable to ASTA Technology UK Ltd.

2. General

The laws of England and Wales govern these terms and conditions.

The Customer will resolve any claim, cause of action or dispute that it has with ASTA Technology UK Ltd in an applicable court. Applicable courts are those located in England, Scotland, Wales, Northern Ireland, the Isle of Man and the Channel Islands. You agree to submit to the jurisdiction of the courts located in England, Scotland, Wales, Northern Ireland, the Isle of Man and the Channel Islands for the purpose of litigating all such claims.