

# Course Booking Form

PLEASE COMPLETE THIS FORM ELECTRONICALLY. If this isn't possible and you do complete by hand, please use BLOCK CAPITALS

**Organisation:**

Delegate(s) Name(s)	Email Address(es)	Course Code(s)	Course Start Date(s)	Price [GBP] inc. VAT

**Billing**

**Address:**

(this is mandatory so that your company can be set up on our system)

**Email Address**

(for the invoice to be sent to):

---

**Purchase Order No:**

(attach if applicable)

---

**Company**

**VAT/Tax No:**

\_\_\_\_\_ (Required)

**Contact Tel. No:**

(inc. country code)

---

- I confirm that the delegate(s) named above fulfil the prerequisites of the course applied for, as defined in <http://tinyurl.com/ASTA-ESA-TS>.
- I have read and agree with the terms and conditions (see overleaf)

**Authorised**

**Signature:**

---

**Printed:**

---

**Position:**

---

**Date:**

---

**Payment terms:** An invoice will be sent to the supplied email address shortly after the course confirmation has been sent. **Payment to be made by the due date on our invoices.** **Data Protection Policy:** ASTA operates under the University of Portsmouth policy, details available from: <http://www.port.ac.uk/departments/services/corporategovernance/dataprotection/>

**Finance use only**

**Invoice Number:**

**Confirmed:**

**Details Sent:**

# ASTA Technology UK Ltd. Terms and Conditions

## 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 need to cancel the confirmed course, please notify us in writing (e.g. by email) as soon as practically possible.

All course cancellations must be made in writing.

If you or your delegate(s) 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
>45 days of course start	No charge
22-45 days of course start	50% of course fee
10-21 days of course start	75% of course fee
<10 days of course start	100% of course fee

#### 1.2.2 Custom and off-campus Courses

For cancellations within:	Charge
>60 days of course start	Any non-refundable travel and accommodation costs
45-60 days of course start	Any non-refundable travel and accommodation costs + 50% of course fee
21-44 days of course start	Any non-refundable travel and accommodation costs + 75% of course fee
<21 days of course start	Any non-refundable travel and accommodation costs + 100% of course fee

#### 1.2.3 Course amendments

In the event of a course being rebooked to another date after the original date has been confirmed, a 10% administration fee will be charged. This will only be possible when a written re-booking request is received by us before the original course start date. For no-shows, re-booking option does not apply.

### 1.3. Payment terms

Payment to be made by the due date on our invoices. Payment to be made via BACS (details are on the 2<sup>nd</sup> page of the invoice) or as agreed with the Income team. Please email [income@port.ac.uk](mailto:income@port.ac.uk) for any queries.

## 2. General

Failed attempts to resolve claims and disputes in an amicable manner may result in legal action in an applicable court.

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.