

Section 3 – Delegate Personal Information

Please provide a valid home address, telephone number and date of birth for each of the named delegates. This information is required to register delegates with the awarding body

Delegate 1 Home Address:		Telephone Number		Date of Birth	
Delegate 2 Home Address:		Tel. Number		Date of Birth	
Delegate 3 Home Address:		Tel. Number		Date of Birth	
Delegate 4 Home Address:		Tel. Number		Date of Birth	
Delegate 5 Home Address:		Tel. Number		Date of Birth	
Delegate 6 Home Address:		Tel. Number		Date of Birth	
Delegate 7 Home Address:		Tel. Number		Date of Birth	
Delegate 8 Home Address:		Tel. Number		Date of Birth	

Section 4 – Course Booking Terms and Conditions

The terms and conditions specified below are a complete statement of the legally binding agreement between the parties and supersede all prior discussions, correspondence and representations made prior to the date of booking unless otherwise agreed to and evidenced in writing by both parties, and shall apply from such date as the booking is accepted by the Corporation/Company.

<p>1. Definitions</p> <p>1.1 The Corporation means Lowestoft College Corporation, St Peters Street, Lowestoft, Suffolk, NR32 2NB</p> <p>1.2 The Company means Lowestoft and Waveney Education Services Ltd, St Peters Street, Lowestoft, Suffolk, NR32 2NB</p> <p>1.3 The Client means the individual or organisation from whom the booking is received.</p> <p>1.4 The Delegate(s) means the person(s) attending the course.</p> <p>1.5 The Course means one or a specific series of training courses as defined in the course brochure or proposal.</p> <p>2. Bookings</p> <p>2.1 All students/delegates participating in training under the terms of the Contract shall be enrolled in accordance with the enrolment procedures and regulations of the “Corporation/ Company” as appropriate, prior to the “Corporation/Company” commencing the performance of duties specified within the Contract unless otherwise stated in the Contract Schedule.</p> <p>2.2 No booking will be confirmed as accepted until such time as the “Corporation/Company” is in receipt of a fully completed booking form.</p> <p>2.3 Except where the “Corporation/Company” exercises its discretion to do otherwise no student/delegate will be accepted onto any course until the “Corporation/Company” is in receipt of payment, in full, of the course fee.</p> <p>3. Payment</p> <p>3.1 Cheques to be made payable to Lowestoft College Corporation or Lowestoft and Waveney Education Services Ltd (as specified on the course booking form).</p> <p>4. Cancellation</p> <p>4.1 By the “Corporation/Company” The “Corporation/Company” may cancel any course at any time but will endeavour to provide the client with at least 7 days notice of cancellation. Any fees paid will be refunded in full to the Client. The extent of liability for cancellation of courses is specifically limited to any course fee paid.</p> <p>4.2 By the Client</p> <p>4.2.1 All cancellations must be notified to the “Corporation/Company” in writing.</p> <p>4.2.2 Where the Client cancels a booking the “Corporation/Company” reserves the right to impose cancellation fees as follows:</p> <p>4.2.2.2 For cancellations less than one (1) calendar week the full course fee (notified on time of booking) will be charged unless otherwise agreed.</p> <p>5. Non completion of course (long courses only) For those courses that attract significant subsidies a fee equivalent to the full course fee will be charged for non-completion without prior agreement.</p>	<p>6. Substitution A suitably qualified substitute will be allowed at any time prior to the scheduled commencement of the course. The “Corporation/Company” being the sole determinant of such suitability.</p> <p>7. Quality The “Corporation/Company” will provide lecturers suitably qualified and experienced with regard to the course subject and will take all reasonable care to ensure that the presentation and content of the course is made in a professional and competent manner and to a standard appropriate to the course.</p> <p>8. Materials and Equipment All facilities, course materials and equipment will be provided for use by delegates for the duration of the course unless otherwise specified. The Corporation/Company will not be liable for any materials or equipment brought onto the premises by a delegate.</p> <p>9. Copyright of course material Ownership of and copyright in all course material and documents shall remain with the “Corporation/Company” . Delegates may use such material and documents only for their personal use and such material and documents shall not be copied, given, sold assigned or otherwise transferred in whole or in part to any third party without the express written consent of the “Corporation/Company”.</p> <p>10. Delegates Liability The Client accepts responsibility in full for the conduct of its delegates whilst on “Corporation/Company” premises and undertakes to indemnify the “Corporation/Company” against material damage and/or personal injury to the “Corporation/Company” , its servants, agents or property as a result of actions or defaults whilst attending the course.</p> <p>11. Limit of Liability Other than liability in respect of death or personal injury , the extent of the “Corporation/Company’s” liability for any failure to meet its obligation shall be limited to the costs of the course fee only.</p> <p>12. Interpretation</p> <p>11.1 This agreement shall be governed by and construed in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts.</p> <p>11.2 This agreement is subject to the special conditions (if any) contained in the schedule hereto. In the event of any consistency between such special conditions and the other terms of agreement such special conditions shall prevail.</p> <p>13. Force Majeure The “Corporation/Company” shall not be liable to refund of fees or for any other penalty should courses be cancelled due to war, fire, strike, lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.</p>
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