

Company / Group	
Main Contact	

Course

Course (s)			
No. of candidates			
Date(s)			
Format	Self-study	Remote (MS Teams)	Classroom

Venue

Do you have a suitable training room?	Yes	No	N/A
Does the training room have a TV or Projector?	Yes	No	N/A
Do you have a flip chart?	Yes	No	N/A
Venue Address			
Where / who should the trainer report to upon arrival on Day 1?			
If required, is car parking available for the trainer?			

Candidates

Are you aware of any specific learning needs, disabilities, or allergies for any of the candidates?
Candidate Names and Email Addresses
Please provide candidate names prior to the course wherever possible. This can be populated below, emailed separately, or sent on a spreadsheet. This enables us to send a pre-course questionnaire to capture any individual learning needs and allows us to set up access to the online learning platform.

Invoicing Details

Company Name	Not required
Company Address	Not required
Email Address for invoice	Not required
Contact name (if required)	Not required
Purchase Order No.	Not required

Invoice Amount

<p>Amount Payable</p> <p><i>Unless otherwise stated, all costs are GBP and exclude VAT.</i></p>	
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Confirmation

Name:		Tick to confirm all details are accurate and acceptance T&C's:	
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Terms and Conditions

For convenience, key terms and conditions have been summarised below. Refer to <https://atctraining.net/our-policies> for full details of our policies.

Booking confirmation

A provisional course booking may have been made by previous communications and will be confirmed upon receipt of your Booking Form.

Fees

Course fees are to be invoiced at time of booking. All course fees are subject to VAT at the current rate, or for non-UK based customers, any applicable local taxes. Course fees include all relevant course materials. Any additional trainer expenses or room hire charges will be agreed in advance and detailed on the invoice. Lunch or delegate accommodation is not provided by ATC Training unless otherwise agreed.

Payment

Payment can be made through bank transfer or credit/debit card. Full payment details are provided on the invoice. Payment via bank transfer is preferred.

Purchase order

An authorised purchase order may be accepted in lieu of payment at the time of booking at ATC Training Limited discretion. Acceptance of purchase orders is subject to ATC Training Limited terms and conditions as set out here and in full at <https://atctraining.net/our-policies>.

Intellectual property

All intellectual property rights, including copyright, patents, design rights and know-how in or relating to the course or course materials provided, or made available in connection with the course, remain the sole property of ATC Training Limited or its licensors and no copies of course materials may be made unless expressly agreed in writing by ATC Training Limited.

Privacy and data protection

Personal data may be collected for the purpose of completing the course, and only shared with third parties that require it to fulfil your booking. For regulated qualifications, personal data may be shared with the awarding organisation as required to issue the certificate. ATC Training Limited may from time to time take photographs during the training course for marketing purposes which may be reproduced in future materials. The tutor or photographer taking the photos will ensure the candidate has an opportunity to withdraw consent.

ATC Training Limited complies with the Data Protection Act 2018 and the UK GDPR. Any data concerning EU citizens will also be processed or stored in compliance with the EU GDPR. ATC Training is registered with the Information Commissioners Office (ICO). View the full privacy notice at <https://atctraining.net/our-policies>.

Cancelling your course

If you notify ATC Training in writing via email 29 days or more before the start date of a course, you will receive a refund/credit note less a cancellation fee of 25% (plus VAT) of the course fee. If you notify us between 15 and 28 days before the start date of a course, you will receive a refund/credit note less a cancellation fee of 50% (plus VAT) of the course fee. If you cancel the course for whatever reason at 14 days or less, no refund or credit note is given. As an alternative to cancellation, date changes may be considered at the discretion of ATC Training, subject to availability. This is subject to charges for any financial loss incurred, for example, non-refundable associate trainer fees, travel or accommodation.

Cancellation by ATC Training Limited

In extreme circumstances, it may be necessary for ATC Training Limited cancel a course without prior notice, but we will endeavour to inform you as soon as possible in any such instance. ATC Training cancellations will only take place under extenuating circumstances.

In these rare instances, you will be offered alternative dates. If we cannot agree a suitable alternative date, we will provide a full refund of the course fees. ATC Training Limited shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc.

Force majeure

ATC Training Limited 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.

Governing law

These Terms and Conditions shall be deemed to be a contract made in England and shall be construed and applied in all respects in accordance with English law and the parties hereto submit and agree to the jurisdiction of the English courts.