

Course Application Form



REGAL EXCHANGE
& ASSOCIATES LTD

Course details

Course name: _____

Course location: _____

Course date: _____

Reference number (example - REG 7002/08): _____

Fee: _____

The fee includes all tuition, lunches, teaching equipment and course documentation. Delegates are responsible for their own accommodation. Delegate's places are not guaranteed until payment has been received. An invoice will be sent upon receipt of booking.

Personal details

Family name: _____

(Dr./Mr./Mrs./Ms./Other): _____

First name: _____

Position: _____

Department: _____

Company: _____

Address: _____

City: _____

Postcode: _____

Country: _____

Telephone: _____

Fax: _____

Email (required): _____

I have read and agree to abide by all terms and booking conditions on this form

Participant signature: _____

Date: _____

Sponsor

We wish to register this delegate for the course indicated above. We undertake to pay his/her fee and release him/her from all company responsibilities for the period of the programme. (please print clearly)

Name: _____

Position: _____

Signature: _____

Date: _____

Payment details

Cheque made payable to Regal Exchange and Associates Ltd. or SWIFT. Please always quote the invoice number which you will receive once you have registered, or alternatively please quote the reference number and the delegates name in the transfer instructions.

Payment method: Cheque SWIFT

Booking/Information

Mail to: Vika Kettle, Regal Exchange and Associates,
2 - 8 Victoria Avenue, London, EC2M 4NS
Fax: + 44 (0) 20 3206 1151
Tel: + 44 (0) 20 3206 1150
Email: vkettle@regalexchange.com

Photocopies of this form are accepted

Cancellations and refunds

For Cancellations (which must be in writing) received by Regal Exchange and Associates 15 or fewer working days before the scheduled training event, the full fee is payable. For Cancellations more than 15 working days before the scheduled training event we charge a 33% cancellation fee. Refunds where applicable, will be made within 30 days of receipt of the written cancellation. Regal Exchange and Associates reserves the right to cancel events, change venues (within the same city) and substitute trainers, tutors and consultants at its discretion. Where events are cancelled by Regal Exchange and Associates, participants will receive a full refund for course fees paid, if alternative dates offered are not acceptable. If for any reason Regal Exchange and Associates decide to amend or cancel the event we will not be responsible for air-fares, hotel or other costs incurred by registrants.

Transfers and substitutions

Participants wishing to transfer to another course less than 15 working days before the scheduled training event will be charged a transfer fee of 33% of the full fee, on the basis that we allow only one transfer per individual made. Subsequent cancellation or transfers will be charged at the full rate. Participants wishing to transfer to another course more than 15 working days before the scheduled training event may do so at no charge. Views expressed by trainers are their own, Regal Exchange and Associates disclaims liability for advice given or views expressed by any trainer at courses listed in this brochure, or in any notes or documents provided to participants.