

Training Course Booking Form

Name:	_____
Address:	_____
Email:	_____
Contact number(s):	_____
Course Title:	_____ _____

Company Name:	_____
Have you previously been in receipt of LEADER funding?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Booking Fee Enclosed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Booking Fee Amount: €	_____	

A signed copy of this booking form and payment must be received by Meath Partnership no later than **5 working days** prior to the start date of the course.

This form should be printed out and signed by a person authorized to do so. Payment is required **BEFORE** course attendance. Your payment is subject to the terms and conditions attached.

Name (in block capitals): _____

Signed: _____ Date: _____

Please forward all correspondence to Meath Partnership, Unit 7 Kells Business Park, Cavan Road, Kells, Co. Meath



Before you book your place on our training programmes, please feel free to contact Aine on 046 9280790 to discuss any questions or queries you might have.

Acceptance

All customers/learners undertake, by virtue of making a booking with Meath Partnership to be bound by these terms and conditions, which they are further deemed to have read, understood and accepted.

Bookings Procedure

1. Complete and sign the booking form (overleaf) and forward to Meath Partnership in advance of the training programme. All booking forms and payments must be received at least 5 working days prior to the training programme commencing.

Payment

2. To secure your place, payment must accompany your booking form. On receipt of a signed booking form and payment, a receipt will be sent to you. Cheques or bank drafts should be made payable to Meath Partnership. Payments may also be made by direct bank transfer. Please contact Emma on 046 9280790 if this is your preferred method of payment. All payments must be made in Euro.

Substitution and Cancellations

3. A minimum number of 8 participants are required for each course. If this quota is not reached, the training will be postponed and participants will be refunded their payment. Learner substitutions may also be made at any time, without penalty, however substitutions should be avoided where possible. Once a booking has been confirmed i.e. a receipt issued to you/your company, withdrawal from any given course *for whatever reason*, will result in a forfeit of the training fee. We deeply regret the need for this condition, but demand for our courses is such that we suffer a serious financial penalty if any place is left un-occupied. Paid training fees are non-refundable.

Course Changes

Meath Partnership reserves the right to improve the specification and format of our courses for the benefit of the learners without notice to the customer. Due to unforeseen circumstances it may occasionally be necessary to cancel, reschedule or relocate courses/modules or substitute an instructor. Meath Partnership will use its best endeavors to avoid changes of this nature and all learners will be notified in advance of any change.

Copyright

The copyright and any other rights, including intellectual property rights in all course materials shall remain the sole and exclusive property of the owner. The use of any training materials in whole or in part for the running of any training or refresher courses by any third party is expressly prohibited.

Responsibility

The customer accepts that it is their responsibility to verify that the courses are suitable for the requirements of the learner attending any particular course and that the learner has the necessary level of competence to be able to achieve the objectives of the course. Meath Partnership shall not be liable in contract, tort or otherwise for the actions of learners.

Information

The personal information you have provided is protected under the Data Protection Act 1998. It may be used by Meath Partnership to administer courses, seminars and other training.