

TRAIN TO CONNECT



Ubi-Tech (3R) course booking form

Course Title:	
Course Date:	
Contact:	
Position:	
Company:	
Email:	
Address:	
Accounts Dept contact Name:	
Email:	
Telephone:	

No of delegates:	
Delegate 1 Name: Email address Contact Number Allergies/ medical conditions	N <input type="checkbox"/> Y <input type="checkbox"/> Please state:
Delegate 2 Email address Contact Number Allergies/ medical conditions	N <input type="checkbox"/> Y <input type="checkbox"/> Please state:
Delegate 3 Email address Contact Number Allergies/ medical conditions	N <input type="checkbox"/> Y <input type="checkbox"/> Please state:
I give Ubi-Tech (3R) permission to retain my personal data <input type="checkbox"/>	

Ubi-Tech (3R) Ltd. is a registered limited company number 07970210

9 Regents Court, Far Moor Lane, Redditch, B98 0SD

info@ubi-tech.co.uk

www.ubi-tech.co.uk

+44 1527 529750

BOOKING CONFIRMATION

Please reserve me a place on the above course (s) I understand that to confirm this booking Ubi-Tech (3R) Limited require the total value of the course prior to the course start date.

Payment Terms and Options

1. Purchase Orders for the full amount must be submitted with the booking form via email to maria@ubi-tech.co.uk An invoice will be raised with 14 days payment terms unless the course date is within 14 days, in which case payment is required immediately.
2. Bank details for BACS payments are shown below but please issue a remittance note with the Course booking form to confirm payment details:

Bank	Barclays Bank PLC Redditch Kingfisher Shopping Centre 26-28 Evesham Walk, Redditch, Worcestershire B97 4EX
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Name	Ubi-Tech 3(R) Ltd
Sort Code	20-71-45
Account Number	13771008

By submitting this form:

- 1) You acknowledge that you have booked a course with Ubi-Tech (3R) Limited and now agree to abide by Ubi-Tech (3R) Limited terms & conditions.
- 2) You acknowledge that you have read and understood the Ubi-Tech (3R) Limited terms & conditions that form part of this application form or can be viewed on our website www.ubi-tech.co.uk

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Terms and Conditions

1. These are the terms and conditions on which Ubi-Tech (3R) Limited ("UBT") accept the Applicant's booking for the Courses. This is the entire agreement between you and UBT for the purposes herein and by signing this Agreement you accept the terms and conditions as stated below.
2. Reservations for one or more Courses shall take place upon receipt of a completed booking form and purchase order for the full amount.
3. Upon receipt of a completed course application and the purchase order, UBT shall issue an invoice for the full value of the course or courses reserved.
4. A Course shall be deemed booked when UBT has received payment in full for all/ course/s booked such payment to be received no later than 14 (fourteen) days prior to the commencement of each course reserved.
5. Should the applicant cancel the course booking then a refund shall be made in accordance with the following schedule:

Cancelled with more than 1 months notice	Full refund
Cancelled with more than 2 weeks notice	50% refund
Cancelled with less than 2 weeks' notice	No refund
6. Only in extenuating circumstances shall a full refund be offered to applicants on cancellations made within 4 weeks of commencement of a course.
7. In a situation of Force Majeure UBT will offer the applicant either a full refund or a place on a forthcoming equivalent course.
8. For the purpose of this Agreement, "Force Majeure" shall mean any event outside the reasonable control of either Party affecting its ability to perform any of its obligations (other than payment) under this Agreement including Act of God, fire, flood, lightning, war, revolution, act of terrorism, riot or civil commotion, strikes, lock-outs or other industrial action, whether of the affected party's own employees or others, failure of supplies of power, fuel, transport, equipment, raw materials or other goods or services;
9. Ubi-Tech (3R) Limited advertised prices are subject to change at any time but once a booking form and Purchase order have been received then the price shown shall be honoured. Details of up to date prices are available from UBT.
10. We reserve the right to vary the location of any course but will ensure that alternatives are suitable for the purpose.
11. In the event that UBT has to cancel a course for any reason then notice will be given to the applicant and UBT will fully reimburse any monies paid including the reservation fee. UBT accepts no further liability in respect of any cancellations of any courses.
12. All course material, documentation, course handouts and related material and know-how are the property of UBT and may not be reproduced in full or in part without the prior written consent of UBT. Any applicant or body corporate that require any material on any course may contact UBT to discuss the terms under which this material may be purchased.
13. UBT undertakes to treat the person details of all applicants in strictest confidence and subject to the terms of the prevailing data protection laws.
14. Reasonable care has been taken to ensure that written material available at courses and the content of presentations is correct as at the date stated in the written material. Only material that is produced from the latest course may be considered as current and even then, such material should be read in accordance with instructions and guidelines issued by the instructor of the course.
15. Each applicant is responsible their own accommodation unless arrangements have been made with UBT beforehand. Each applicant shall indemnify UBT against any loss or damage or claim incurred by UBT as a result of an applicant's negligence, behaviour, acts or omissions. Any attendees who behave in a manner deemed by UBT to be disruptive to the course or to other students may be excluded from the course and no refund of fees will be made.
16. UBT accepts no liability for personal effects, motor vehicles or other items brought on to any UBT premises and the applicant shall indemnify UBT against any claim which may be made against UBT for their loss or damage. This does not apply to death or personal injury caused by the negligence of UBT.
17. This Agreement is governed by the laws of England.

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