

# Registration Form

Please Print, Complete, Scan and email to: **training@rapra.net**

**Fax to**

**+44 (0)1939 251118**

Please reserve a place on the Course: .....

Course Date: .....

Surname..... Title .....

Forename .....

Job Title/Position .....

Company .....

## Contact Address

Address.....

.....

.....

.....

Telephone.....

Fax.....

Email.....

## Invoice Address (if different)

Company.....

Address.....

.....

.....

Telephone.....

Fax.....

Email.....

## Payment Information

Payment must be received prior to attending the course and can be made in £ Sterling, € Euro or \$US.

Please indicate in which currency you wish to pay. If no box has been ticked the default currency will be £ Sterling.

£ Sterling

€ Euro (This will be applicable at the prevailing rate)

\$US (This will be applicable at the prevailing rate)

Please invoice my company - Purchase Order Number (if required)

Cheque/Bank Transfer

Credit Card Payment:

MasterCard

Visa

American Express (please indicate)

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Expiry Date:

Signature

Name on Credit Card (in CAPITALS)

Security Number (as printed in signature box on reverse of card)

**Registration Terms:** By completing and returning this form delegates are agreeing to be bound by conditions of registration.

### Return to:

Gill Tunnicliffe, Training Dept, Smithers Rapra Technology Limited, Shawbury, Shropshire, SY4 4NR, United Kingdom.

Tel: +44 (0)1939 250383 Fax: +44 (0)1939 251118  
e-mail: gtunnicliffe@ismithers.net

**www.rapratraining.com**

# Registration Conditions

*Registrations can only be accepted if made in writing, by fax, post or on our secure website [www.rapratraining.com](http://www.rapratraining.com)*

*Provisional Bookings* Please contact the Training Administrator to make a provisional booking. To secure your place written confirmation must be received within 10 days of the provisional booking being made.

*Payment* must be received prior to attending the course. The course fee includes lecture notes, lunches and refreshments.

*Accommodation* is not included in the course fee, Smithers Rapra has negotiated special rates with several hotels in the vicinity. Details will be sent on confirmation of booking. Delegates are requested to make their own reservation

*Joining instructions* i.e. letter of confirmation, directions to Smithers Rapra, and hotel information will be sent on receipt of your registration. Please contact the training administrator if you have not received these within 7 days of your registration.

*Cancellations and Transfers* Please note, we endeavour to accommodate our delegates' requests, however, most of our courses have limited numbers to maximise the interactivity between delegates and tutors. Cancellations or transfers at late notice may jeopardise the commercial viability of the course. For this reason we are obliged to charge the following administration fees or surcharges:

*Cancellations made up to 14 days or more* before the requested course date will be refunded less a 20% administration fee.

*Requests to transfer made up to 14 days or more* before the requested course date will be accommodated, *subject to availability of places on the new course date and transfer conditions, see below.*

*Cancellations and requests to transfer made within 14 days* of the course date will be subject to the FULL course fee and no refund will be given.

## *Transfer Conditions*

All requests to transfer must be confirmed in writing by the delegate requesting the transfer, or their booking representative.

The option to transfer can be used only once, after which non-attendance will be treated as a cancellation and all outstanding invoices will be due.

Smithers Rapra cannot automatically guarantee a place on the next scheduled course date.

*Delegate Substitutions* can be made at any time without incurring penalty.

*Amendments to Programmes* Smithers Rapra reserves the right to cancel or modify any training event in its programme. In the event of a cancellation where an alternative cannot be provided, payment received in respect of that course will be refunded in full. The liability of Smithers Rapra is limited to reimbursement of the course fee.