

Eddie Collins-Hughes Training and Consultancy

BOOKING FORM & Terms and Conditions

Fax: Please print off and fax back to (01) 2314642. Tel (01) 2314643 / (086) 8381812.

Post: Please post to Eddie Collins-Hughes, Mespil House, Sussex Road, Dublin 4.

Online Booking Option: If you prefer you can book online: www.eddiecollinshughes.com

Course/Programme Details

Course Name: _____

Course Code: _____ Start Date: ____|____|____

Preferred Location For Corporate Programmes:

Our Premises - Dublin - (tick):

Your Premises (tick):

Total No Of Applications: _____ X Fee Of € _____
Total Fee € _____

Personal Information

First Name(s): _____

Family Name: _____

Company Name (if being sponsored by your employer and for corporate bookings):

Address/Company Address:

Email: _____

Contact Tel: _____

Fax No (if any): _____

For applicants in employment only:
Current Employer (if different from Company above)

Current Job Role: _____

Acceptance and Booking Deposit

I confirm that I accept the Terms & Conditions.

Signed: _____
(Please print name here:)

Date: _____

Enclosed is the booking deposit of €100* per person paid by: Cheque/PostalOrder/Bank Draft
(Please do not enclose cash)

* I wish to pay on Invoice (Companies Only)

* I wish to pay by credit card via PayPal

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Training Courses and Programmes - Application procedures

All applications for training courses and programmes must complete the application form and provide the information requested on the form. Applications are generally taken on a first-come-first-served basis at our discretion. It is recommended that applicants enrol as early as possible by completing an application form and returning it with a booking deposit of €100 per person.

All applications received will be acknowledged and a receipt will be provided for the booking deposit. In advance of the course or programme a formal notification of acceptance and of commencement dates and fees will be sent to you by post or e-mail.

We make reasonable efforts to avoid altering commencement and conclusion dates. However, should any changes be necessary, you will be notified at the earliest possible opportunity.

Training Courses and Programmes - Fees

Full fees less the booking deposit must be paid before the commencement of a course or programme. Fees cover the cost of tuition and our relevant notes and handouts only. Textbooks or other materials are not included. An online facility will be provided to registered people to download our relevant notes and handouts.

Registration and examination fees for professional and examination bodies (if any) are payable separately by the students. Students will be advised of these details at the appropriate time. Failure to pay registration and examination fees by notified dates will result in students not being eligible to sit examinations.

In the event of an applicant not completing their application and paying the balance of their fees before the commencement of their course or programme the booking deposit will be forfeit.

Invoicing and VAT

Subject to our discretion we may allow companies to make arrangements with us for payment on foot on invoice(s) as agreed prior to programme or course commencement. Some programmes for companies are subject to VAT (VAT No IE 2876567L).

Training Courses and Programmes - Refund Policy

All courses run subject to demand and the formation of a viable class cohort. While we make reasonable effort to ensure that advertised courses run this is subject to this condition. If there are insufficient applications for your course your booking deposit will be refunded in full.

Once a student has enrolled on a programme of study, no part of any course fee is refundable or transferable. No refund will be made under any circumstances to students who fail to attend classes or who do not complete a course. Course commencement and start dates are dependent upon a viable cohort formation.

Examinations, Registration Fees and Courseware.

Prospective students should note that examinations are scheduled by the relevant examining body (if any), often during daytime during a working week. Prospective students should also note that examination, registration and courseware fees are determined by external professional and awarding bodies and are therefore subject to change without prior notice.

June 2009.

NOTE: We reserve the right to change any or all of these terms and conditions without notice.

E&OE.