**Training Course Registration Form**

This registration form can be completed by individuals attending the course, organisational course sponsors or Learning & Development Managers. One form per organisation should be completed. Please complete the form and return via email to [cet@optimise-engineering.co.uk](mailto:cet@optimise-engineering.co.uk)

**Personal & Company Details**

|  |  |
| --- | --- |
| Full Name: |  |
| Company: |  |
| Position: |  |
| Address for Correspondence: |  |
| Telephone: |  |
| Email Address: |  |

**Course & Purchasing Details**

|  |  |
| --- | --- |
| Course Title: |  |
| Preferred Dates: |  |
| Purchase Order Number: |  |
| Names of Course Delegates and email addresses: | (e.g. John Smith – [john.smith@outlook.com](mailto:john.smith@outlook.com)) |

**Background & Learning Preferences**

|  |  |
| --- | --- |
| Please briefly outline your reasons for attending this course. |  |
| Please indicate what level of knowledge you and/or other delegates have. |  |
| Please indicate any key learning outcomes you would like to achieve by attending this course. |  |

**Booking Terms & Conditions**

**Introduction**

This document defines the terms and conditions under which Optimise Engineering Ltd. undertakes to deliver training courses as agreed between Optimise Engineering Ltd. (The Company) and the Company’s clients.

**Courses**

The Company offers courses of varying length. The duration of each course is determined by the Company to best address the content of the subject concerned. The content of each course is determined by the Company and may be modified or varied as required to ensure that the information contained in the course is as accurate and as up to date as possible. The Company cannot be held responsible for any information contained in the course which is considered to be out of date or inaccurate.

**Venues**

The Company will normally deliver scheduled courses at The Think Tank, Ruston Way, Lincoln, LN6 7FL, England, United Kingdom (UK). The Company is also able to offer ad-hoc courses at a venue agreed with the Client, the cost of such courses also being agreed between the Company and the Client. It may be necessary for reasons beyond the control of the Company to change the venue for a course. In such circumstances, the Company will endeavour to provide clients with the maximum practical notice of the change of venue.

**Payment**

On receipt of a quote from Optimise Engineering Ltd. please confirm your booking by forwarding an official Purchase Order. Confirmation and joining instructions will be issued on receipt of payment.

**Cancellation & Substitution**

All bookings carry a 20% liability immediately upon receipt of the booking and up to 10 working days prior to the course. No refund will be payable for cancellations received less than 10 working days prior the course, however a set of course notes will be sent. To obtain a refund, cancellation must be received in writing or by e-mail, 10 or more working days before the course start date. In the event of part of a multiple or group booking being cancelled, the Company reserves the right to re-calculate the amount of discount given. Clients who are unable to attend the course may make a substitution at any time without penalty. Notification of all substitutions and name changes must be received in writing. The Company reserves the right to cancel the course if insufficient bookings are received. In the event that the Company cancels the course, a full refund will be given to those who have already paid.

**Data Protection**

The personal data contained in the application form is gathered in accordance with the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018. A copy of our data protection policy is available on request. The information will be treated as confidential and will be used only by the Company for the purposes of course management. Any queries should be addressed to the Company Data Protection Officer via [cet@optimise-engineering.co.uk](mailto:cet@optimise-engineering.co.uk)

**Intellectual Property Rights (IPR)**

All IPR in any specifications, instructions, drawings, patterns, models, designs or other material furnished to or made available to the Client by the Company shall, subject to the rights of the third parties, remain solely with the Company.

**Course Administration**

Course administrative details will be forwarded to successful applicants on payment of the course fee. Prices quoted are for tuition and course materials only. All accommodation and subsistence costs are the responsibility of attendees.