**Venue: STC Insiso Training Suite, Provender House, 37 Waterloo Quay, Aberdeen. AB11 5BS**

**Course fees as follows:**

Early Bird\* members rate: £700 + VAT per person

Members rate: £800 + VAT per person

Non-members rate: £1,000 + VAT per person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company information** | | | | |
| **Company** |  | | | |
| **Address for invoicing** |  | | | |
| **Email for invoicing** |  | | | |
| **PO Number** |  | | | |
| **PSS Member** | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| **Delegate information (1)** | |
| **Name** |  |
| **DOB** |  |
| **Dietary requirements** |  |
| **Address for certificate** |  |

|  |  |
| --- | --- |
| **Delegate information (2)** | |
| **Name** |  |
| **DOB** |  |
| **Dietary requirements** |  |
| **Address for certificate** |  |

**Select required course date below:**

Tues 20 – Weds 21 February 2024  Tues 11 – Weds 12 June 2024

Weds 09 – Thurs 10 October 2024

Please note that spaces are limited to 12 attendees per course. Please return this form to [info@portskillsandsafety.co.uk](mailto:info@portskillsandafety.co.uk)

\*Booking more than two months in advance.

**Terms for cancellation of attendance**

If, after a candidate has been allocated a place on the training course, they can no longer attend you must give PSS at least four weeks’ notice of cancellation by email to [info@portskillsandsafety.co.uk](mailto:info@portskillsandsafety.co.uk) in order to avoid cancellation charges.

If you give less than four weeks’ notice of cancellation, the following cancellation charges will apply:

|  |  |
| --- | --- |
| **Notice of Cancellation Received** | **Cancellation Charge**  **(% of fee)** |
| **Less than four weeks** but at least three weeks prior to the date of the course | **25%** |
| **Less than three weeks** but at least two weeks prior to the date of the course | **50%** |
| **Less than two weeks** prior to the date of the course | **100%** |

The cancellation charges may be deducted from any amount that has been paid to PSS prior to the date that notice of cancellation is received or charged separately.

I have read, understand and agree to the above.

Name:

Position:

Signed:

Date: