**Venue: Comet, Provender House, 37 Waterloo Quay, Aberdeen. AB11 5BS**

**Course fees:**

Members rate: £750 + VAT per person

Non-members rate: £900 + VAT per person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company information** | | | | |
| **Company name** |  | | | |
| **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:**

Weds 07 – Thurs 08 May 2025  Tues 30 Sept – Weds 01 Oct 2025

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)

**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:

|  |  |
| --- | --- |
| **Cancellation Period** | **Cancellation Charge**  **(% of fee)** |
| **Less than 60** days prior to the date of the course | **50%** |
| **Less than 38** days prior to the date of the course | **75%** |
| **Less than 14** days 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: