**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

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| --- |
| **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**  |  |

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| **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

**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 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: