**Venue: Online, via Teams / In person location TBC**

**Course fees as follows:**

Members rate: £375 + VAT per person

Non-members rate: £450 + VAT per person

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

|  |  |
| --- | --- |
| **Delegate information (1)** | |
| **Name** |  |
| **Email** |  |
| **DOB** |  |
| **Dietary requirements**  (for in person course only) |  |
| **Address for certificate** |  |

|  |  |
| --- | --- |
| **Delegate information (2)** | |
| **Name** |  |
| **Email** |  |
| **DOB** |  |
| **Dietary requirements**  (for in person course only) |  |
| **Address for certificate** |  |

**Select required course date below:**

Tuesday 29 April 2025 - online

Tuesday 07 October 2025 – in person location TBC

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 advance notice of cancellation by email to [info@portskillsandsafety.co.uk](mailto:info@portskillsandsafety.co.uk).

If you give less than 60 days’ notice of cancellation, the following cancellation charges will apply:

|  |  |
| --- | --- |
| **Notice of Cancellation Received** | **Cancellation Charge**  **(% of fee)** |
| **Less than 60** days prior to the date of the course | **25%** |
| **Less than 38** days prior to the date of the course | **50%** |
| **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.

If there are not enough delegates for the course to run, PSS will provide as much notice as possible and offer the delegate alternative dates to attend.

I have read, understand, and agree to the above.

Name:

Position:

Signed:

Date: