

ISTQ – Course Registration & Booking Form

Title: Mr/Mrs/Ms/Miss	Forename(s):	Surname:
Date of Birth: / /	Address:	
Telephone:		
Mobile:		
Email:		
Course Description / Title:		
Method of payment: CASH <input type="checkbox"/> BACS <input type="checkbox"/> (INVOICE <input type="checkbox"/> for approved companies only)		Course Fee £
Discounts are available for part funded courses, Veterans and Serving personnel		
Please tell us briefly how you heard about us;		

Terms & Conditions:

Payment:

course payments for training are required in advance of commencement. ISTQ Ltd reserves the right to withhold certification or candidate registration with public awards until payment in full is made. For all other activities, our terms are 30 days unless otherwise agreed in writing. Bacs details are provided on all invoices sent

Cancellation:

Our policy is to accommodate customer needs wherever we can and we recognise the operational pressures on those working within industry. Our approach to cancellation is as follows: -

Full refund for courses cancelled in writing with notification received more than 28 calendar days in advance of course commencement. For any cancellation without 28 calendar days and more than 14 days notice, the candidate will receive 50% of their course fee and under 14 days notice is non refundable.

In the event that a course is re-scheduled, cancellation fees will be waived subject to payment of the course fees.

ISTQ Ltd allows suitable candidate substitution at the outset at no additional charge.

Changes:

ISTQ Ltd reserves the right to make modifications to course programmes but will make every effort to advise customers of any changes in advance of any course programme commencement.

Copyright:

ISTQ Ltd owns the copyright to the materials that it produces, unless expressly stated to the contrary. ISTQ Ltd materials must not be copied or reproduced in any format, or sold without our express written permission

Accommodation:

Unless otherwise stated in writing the cost of overnight accommodation **IS NOT INCLUDED** in our course prices, **we do not normally arrange accommodation.**

Certification Postage:

With escalating postage fees, ISTQ Ltd will ONLY post certificates to candidates by registered post at a cost of £4.50. If you require your certificate(s) to be posted please notify your tutor along and make payment of £4.50 at the commencement of your course, all other certificates will be held on file until collected in person.

Proof of identity	Passport, Driving License, Birth Certificate
Proof of address	Utility Bill, Bank Statement, Rent Book, Driving License
Passport photographs	2 x photos for all security related awards
Writing materials	Bring pen and paper
Clothing	Ensure your clothing is fit for purpose, please read your joining instructions
Timekeeping	Please do not be late, we reserve the right to exclude you from the course for lateness
Venue	Venue details will be sent to you on your joining instructions, once payment has been received.