

Trigraph Booking Form

Course Name

Course Date

Please mark course choice below:

Foundation only (3 day)

Conversion to Practitioner only (3 day)

Combined (5 day)

Re-Registration (2 day)

Company Name

Contact Name

Company Address

Contact Telephone

Contact Email address

Delegate Name

Delegate Home Address

Please state your preferred address for the pre-course reading material (it will need to be signed for).

Please note that your certificate will also be sent to this address.

Company Address

Home Address

Work Telephone

Mobile

Special Dietary Requirements

Special Exam Requirements

Any Other Special Requirements

Please note:

Your result may be passed to appropriate management in your Company (only if requested).

Please check the box to the below if this is *not* acceptable.

For Conversion to Practitioner & Re-Registration Delegates only

Foundation Candidate Registration Number

Dates Foundation Exam Passed

Payment Details

Please select as appropriate:

Purchase Order:

Cheque

Credit Card

BACS

Other

(please specify)

Trigraph Professional Training Booking Terms and Conditions

Bookings

Please complete the booking form and return with payment details for appropriate fee including VAT
Please note all delegates **must** produce identification on day one of the course, in the form of a passport/drivers licence in order to sit the exam/s.
Note: It is important that all sections of the form are completed

Returning the completed form to Trigraph Professional Training confirms your acceptance of the booking terms and conditions

Provisional Bookings

Trigraph Professional Training cannot guarantee a place on a course until payment/purchase order has been received.

Return Forms or Enquiries to:

E: bookings@trigraph.ie
P: Course Bookings, Trigraph Professional Training, 12 Lower Hatch Street, Dublin 2
T: 01-6390050

Delegate Information Course Text/Manual

For all examined courses every delegate should have access to their own individual Course Text or Manual.

Please contact bookings@trigraph.ie at Trigraph Professional Training if you already have a copy.

Delegates must provide evidence of any pre-requisite qualifications for the training course.

Fees and VAT

All fees are inclusive of:

- Exam Fees,
- Course Text where appropriate
- Delegate Course Packs
- Light refreshments and lunch each full day of the course

VAT may be payable on courses at the current rate – this is currently 0%. The Trigraph Professional Training VAT registration number is 6386163N

Payment Methods

Cheque: made payable to Trigraph Professional Training

Bank Transfers (BACS): Please contact the office on 01-6390050 for account details or pay online at <http://www.trigraph.ie/payment>

Invoice: Trigraph Professional Training will invoice those clients who provide a purchase order and/or sign a Trigraph Professional Training Purchase Confirmation Form.

Credit Card: Please pay online at <http://www.trigraph.ie/payment>

Substitutes

Named substitutions may be accepted for some courses. Fees may apply, please contact Trigraph Professional Training for advice

Transfer

Transfers to another course may be accepted, this should be arranged as far in advance of the course as possible.

Fees may apply, please see fee table below for indicative costs. Contact Trigraph Professional Training for advice.

Cancellation Policy

All requests for cancellation must be confirmed in writing either by post, email or fax to Trigraph Professional Services.

Fees will be applied as stated below:

- | | |
|---|-----------------------------|
| • More than 20 days before the course start date | - No Charge |
| • 11-20 days before the course start date | - 30% of Fee Charged |
| • 0-10 days before the course start date | - Full Fee Charged |

Course descriptions, including fees, are given in good faith. However, Trigraph Professional Training reserves the right to change course content, exam pass-marks, trainer, location and fees or to cancel any course for whatever reason.

Delegates with Special Needs

Trigraph Professional Training aims to offer fully accessible events to all our course delegates. Please help us to accommodate any individual needs ie dietary, exam requirements, mobility etc that you may have by either contacting the office or by attaching a note to the form.

Course Location and Timings

Joining instructions and Delegate Information will be sent to each registered delegate prior to the course

Accommodation

Courses are non-residential. Concessionary rates may be available either at the venue or from a hotel nearby. Delegates should contact Trigraph Professional Training for more information

Documentation

Course notes will only be issued to those who attend the course

Contact Details

E: bookings@trigraph.ie
P: Course Bookings, Trigraph Professional Training, 12 Lower Hatch Street, Dublin 2
T: 01-6390050;

Please note our standard business terms: payment due on or before commencement; cancellation within ten [10] working days of event commencement will incur a 100% cancellation fee.

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