

Course Booking Form

Name of the Course, and Course ID:	Date of the Course:
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Company Name:	
Company Address:	
Company Registration Number:	Name of Contact:
Contact Phone Number:	Mobile:
Delegate Name (As you wish it to appear on the Course Certificate please):	
Delegate Title (e.g. Mr/Ms/Dr):	Delegate Email Address:
Please let us know in advance if a disability or need might impact the delegate's full participation in the training or the assessment, so we can plan reasonable adjustments for fair participation.	

The above named company will be invoiced by Abbassi Ltd for the above course. Please provide a purchase order number if required by your Accounts Department.

Company Invoice Address:		
Email Address for Invoice to be sent to:	Purchase Order Number:	
I have read and agree with Abbassi Ltd Terms and Conditions ☐		
Print Name:	Signature:	Date:

Joining Instructions and course manual will be issued to you prior to the training and only after payment has been made.

To help us assist delegates better during this training, please give a brief of delegate current job, background knowledge in relation to this training, and why they wish to take this training.

By returning this Booking Form your place on the training will be reserved. Please note the following terms apply:

Payment (cleared funds into Abbassi Ltd account) is required in full no less than 4 weeks prior to the training date. Delegates will not be issued the required training material until the payment has been received. Any cancellation or requests to reschedule must be made no less than 4 weeks prior to the first day of the training. Cancellation or rescheduling shorter than 4 weeks prior to the start date of the training will result in the invoice still being valid and payment being required. We will exercise our statutory right to claim interest and compensation for debt recovery costs under the Late Payment legislation if we are not paid according to our agreed terms.

For attendance of Online training please note the following delegate requirements:

- PC or laptop with webcam and microphone enabled and allowing access to join meeting on Zoom (IPAD and tablets will not allow you the use of the workshop tools in the course).
- An environment with minimised noise and distractions
- Stable internet connection
- If your course has an exam please ensure your IT security setting will allow for remote video and audio recording for proctoring purposes.
- One of the following browsers:- **Google Chrome, Mozilla, Firefox, Opera or Edge** browsers
- Online exams can not be taken on Tablets / Phones / Any Apple Product (Mac)
- A second screen is beneficial