



Please complete the following details and either post, fax or e-mail this form to FCT

1. Client Details	
Candidate's name: _____	
Contact Number: _____	
E-mail address: _____	
Home address: _____	
Work address: _____	
2. Course Details (for office use only)	
Location of course: <b>FCT Training Centre, Shaftesbury House, 49-51 Uxbridge Rd, London W5 5SA</b>	
Date requested: _____	
Course booking reference: _____	
Total Fee to pay: <b>2250+VAT (or free if Government funding is available and you meet the criteria)</b>	
3. Terms and Conditions - see over for full details	
<p><b>To book a place, all candidates must make a payment to <u>Four Counties Training Ltd.</u> at least 2 weeks before the course start date.</b></p> <p><b>Fee-paying candidates</b> must make an advance payment of £300. The rest of the fee must be paid before the end of the course. Joining instructions will be sent nearer the course start date.</p> <p><b>Candidates eligible for Government funding</b> must pay a deposit of £300 which will be refunded when they complete the course.</p> <p>I agree to the terms and conditions as detailed overleaf and request training as above.</p> <p>Candidate's signature: _____ Date: _____</p>	
4. Payment details	
<p><b><u>Payment by credit / debit card:</u></b></p> <p>Name on card: _____</p> <p>Card Number: _____</p> <p>Security No. _____ (last three digits by signature strip)</p> <p>Valid from: _____ Expiry date: _____</p> <p>Issue No. _____ (for certain types of cards)</p> <p>Signature of cardholder: _____</p>	<p><b><u>Request to invoice your employer:</u></b></p> <p>Purchase Order No: _____</p> <p>Address for invoice: _____</p> <p>Approved by: _____ (name)</p> <p>Position in company: _____</p> <p>Signature: _____</p>
<p><b><u>Payment by cheque (only accepted 2 weeks before the course start date):</u></b></p> <p>Have you attached a cheque? <b>Yes / No</b></p>	

Please post, e-mail or fax the completed form to: Four Counties Training Ltd.  
3<sup>rd</sup> Floor, Shaftesbury House  
49-51 Uxbridge Rd  
London W5 5SA

TEL: 020 8840 5132 FAX: 020 8840 1700 e-mail: [katrina.harris@fct.uk.com](mailto:katrina.harris@fct.uk.com)

## TERMS AND CONDITIONS

### Fee-paying candidates – advance payment

An advance payment of £300 must be paid to FCT at least two weeks before the course starts to secure your place on the course.

The rest of the fee must be paid before the end of the course.

The advance payment is part of the course fee. If you start the course, but do not complete it, no refund will be made.

### Candidates eligible for Government funding – payment of deposit

A deposit of £300 must be paid to FCT at least two weeks before the course starts to secure your place on the course.

The full deposit of £300 will be refunded only:

- If you complete the programme, i.e. receive the certificate from City and Guilds.
- And do so by 30 June 2010. A cheque of £300 will be sent along with your certificate of completion.

### Cancellations and refunds

All cancellations and request for refunds must be received in writing (email is acceptable) by FCT at least 5 working days before the beginning of the course.

If you cancel the booking, the following refunds will apply, depending on the period of notice you give FCT:

- More than 2 weeks before the start of the course – full £300 refund
- 1-2 weeks before the course starts - £225 refund
- Within 1 week before the course starts – £150 refund
- Cancellation on or after the course start date – no refund

Your advance payment or deposit will be fully refunded if the course is cancelled by FCT due to an insufficient number of students, or for any other reason beyond our control.

### How to pay

Payments may be made by cheque, credit card or debit card.

Cheques must be made payable to 'Four Counties Training Ltd' and returned with your booking form.

Please use the payment details section of the booking form or contact Kerry Campbell at FCT on 020 8840 5318 to make the payment by telephone.

**If you have any queries regarding your booking,  
please contact Katrina on 020 8840 5370 or [katrina.harris@fct.uk.com](mailto:katrina.harris@fct.uk.com)  
or e-mail [enquiries@fct.uk.com](mailto:enquiries@fct.uk.com).**