

DELEGATE REGISTRATION FORM

Please return completed form, with payment to addresses below, or by fax to +44 020 8663 3090, or by e-mail to info@tfirst.com

PLEASE COMPLETE IN BLOCK LETTERS

COURSE INFORMATION

Course Name

Form with 4 rows for Course Name

Start Date (DD/MM/YYYY)

Form for Start Date

Finish Date (DD/MM/YY)

Form for Finish Date

Other Course Information

Form for Other Course Information

Fee

Form for Fee

DELEGATE INFORMATION

Title

Mr.

Mrs.

Ms

Dr.

Form for Title selection

Surname

Form for Surname

Forename

Form for Forename

Nationality

Form for Nationality

Organisation

Form for Organisation

Job Title

Form for Job Title

Department

Form for Department

Address

Form for Address

Town

Form for Town

CONTACT DETAILS

Telephone (Land)

Form for Telephone (Land)

Mobile

Form for Mobile

Email

Form for Email

Fax

Form for Fax

PAYMENT INFORMATION

For \_\_\_ Delegate(s)

Funding (Organisation or Self)

Form for Funding

Mode? Please insert value in the appropriate box

Remit \*

Credit Card

Cheque

Form for Mode selection

Remittance/Cheque Details (if Made)

Form for Remittance/Cheque Details

Card Details

Card Type

Check

Card Number



1 Copers Cope Road  
Beckenham, Kent

BR3, INB, UK  
+44 208 663 6400

**Nigeria:**

Suite 10, Floor 4

Centage Plaza

14 Allen Avenue, Ikeja, Lagos

01 950 5012, 736 8394, 08083779009

**Post Code**

**Country**

Card  
Name

Expiry  
Date

#### **What the price includes**

The price includes workshop and light refreshments for all delegates. Please allow up to 4 days for confirmation of your registration. If you need to contact us before the workshop you can contact by telephone: 020 8663 6400 or email [info@tfirst.com](mailto:info@tfirst.com). Those attending should pay the full fee of the course before the course begins, unless prior arrangement is made with TFirst. All monies paid in respect of training courses are fully refundable up to 22 days before the course begins. Training fees can be transferred to a later course or place can be taken by someone else within your organisation. If, due to unforeseen circumstances, a course has to be cancelled we will refund all monies received, less reasonable administration expenses. TFirst will not be liable for any other expenses incurred.

We want you to enjoy the course, and have a valuable learning experience.

#### **Copyright**

The intellectual rights to all course contents and course material are protected by copyright. The customer may not reproduce sell or hire course materials and agrees to use them only for post course reference. Course documentation can only be provided to those who attend courses.

#### **Course Changes**

We seek constantly to improve the quality of the course being offered and therefore reserve the right to modify courses without prior notice to the customer. We also reserve the right to re-schedule courses. In such events the customer may refuse to accept the re-booking and claim the refund of any payment already made, but shall not be entitled to any compensation.

#### **Offsite Training**

If training is provided at a client's premises the following conditions apply. The trainer must have a suitable environment in which to deliver the training. Trainer must have access to the appropriate hardware and software to carry out the specified training. Trainer will only be using existing installed software to deliver training and as such no liability is accepted for any problems which occurred with any hardware or software either during or after the training. If the trainer finds s/he cannot do the training due to problems with any of the above, TFirst reserves the right to charge the customer for the trainer's time and travelling costs.

#### **Privacy and data protection**

We do not sell, trade or rent your personal information to others. We will add your details to our database to process your booking and so that we can keep you up to date with relevant details or our services. If you do not want to receive any further information from us by post, phone or email, please contact [info@tfirst.com](mailto:info@tfirst.com)