



Training Course Booking Form

Section 1 – Course Booking Information

1. Course Title			
2. Course Start Date			
3. Exam only Option (for re-sits only)	IGC1	<input type="checkbox"/>	GC2 <input type="checkbox"/> GC3 <input type="checkbox"/>

Section 2 – Delegate Personal Information

4. Name:		5. Family Name:		
6. Address:			7. Country:	
8. Date of Birth	Day	Month	Year	
9. Nationality:				
10. Telephone:	+	11. Email:		

Section 3 – Course Payment

12. Methods of payment (please tick relevant box)

<input type="checkbox"/>	Cash (please pay in person to Accounts Office at NEW HSE office.)
<input type="checkbox"/>	Bank Transfer

If paid to bank account, select the currency of payment:

Tick	Currency	Bank Name	Account number/ IBAN	SWIFT number
<input type="checkbox"/>	zł PLN	Bank Handlowy w Warszawie S.A	83 1030 0019 0109 8503 0012 9535	
<input type="checkbox"/>	\$ USD	Bank Handlowy w Warszawie S.A	PL12 1030 0019 0108 4006 0112 3971	CITILPX
<input type="checkbox"/>	€ Euro	Bank Handlowy w Warszawie S.A	PL51 1030 0019 0109 7806 0105 4039	CITILPX
<input type="checkbox"/>	£ GBP	Bank Handlowy w Warszawie S.A	PL24 1030 0019 0108 2606 0140 8651	CITILPX

13. I accept the terms and conditions stated overleaf and enclose a cheque/invoice request

Please select the payment plan a or b, tick relevant and complete:

a.

Paid in Full	<input type="checkbox"/>	Amount paid	<input type="text"/>	Date of payment	<input type="text"/>
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b.

Installment Plan	<input type="checkbox"/>	1 st Installment amount	<input type="text"/>	Date of payment	<input type="text"/>
		2 nd installment amount	<input type="text"/>	Expected Date	<input type="text"/>

Delegates Signature	<input type="text"/>	Total Payment	<input type="text"/>
Name (capitals)	<input type="text"/>	Date	<input type="text"/>

14. Complete if invoice is required

Name of company	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>	FOR OFFICE USE ONLY – TILL RECEIPT VALIDATION	
NIP and VAT	<input type="text"/>	<input type="text"/>	

15. NEW HSE welcomes applications from students with special needs

Tick this box should you require specific arrangements for enrollment and access to the course.

16. Section 4 – Course Booking Terms and Conditions

The terms and conditions specified below are a complete statement of the legally binding agreement between the parties and supersede all prior discussions, correspondence and representations made prior to the date of booking unless otherwise agreed to and evidenced in writing by both parties, and shall apply from such date as the booking is accepted by the Corporation/Company.

<p>1. Definitions</p> <p>1.1 Company means NEW HSE Training Center registered in Warszawa, Dereniowa St. 2/98, 02-776</p> <p>1.2 The Candidate means the individual or organisation from whom the booking is received.</p> <p>1.3 The Student means the person(s) attending the course.</p> <p>1.4 The Course means one or a specific series of training courses as defined in the course brochure or proposal.</p> <p>2. Bookings</p> <p>2.1 All students participating in training under the terms of the Contract shall be enrolled in accordance with the enrolment procedures and regulations of the Company's Enrolment Procedure as appropriate, prior to the "Company" commencing the performance of duties as a training center.</p> <p>2.2 No booking will be confirmed as accepted until such time as the "Company" is in receipt of a fully completed booking form.</p> <p>2.3 Except where the "Company" exercises its discretion to do otherwise no student/delegate will be accepted onto any course until the "Company" is in receipt of payment, in full, of the course fee.</p> <p>2.4 By signing this booking form you declare that Level of English (writing, reading, understanding) is adequate to undertake the course. In case of any doubts, contact the course administration. No reimbursement will be done in the event when the level of English language is found to be insufficient/inadequate for the course materials.</p> <p>3. Payment</p> <p>3.1 Payments can be done either by bank transfer to company's bank account or in person by cash in the office. For all courses, upon receiving the payment of fees, the student is issued with receipt or invoice.</p> <p>4. Cancellation</p> <p>4.1 By the "Company"</p> <p>The "Company" may cancel any course at any time but will endeavour to provide the client with at least 7 days' notice of cancellation. Any fees paid will be refunded in full to the Candidate. The extent of liability for cancellation of courses is specifically limited to any course fee paid.</p> <p>4.2 By the Client</p> <p>4.2.1 All cancellations must be notified to the "Company" in writing.</p> <p>4.2.2 Where the Candidate cancels a booking the "Company" reserves the right to impose cancellation fees as follows:</p> <ul style="list-style-type: none"> - cancellations made 4 weeks prior to the course start date shall be charged 500 PLN as administration fee - 50% of the total fees for cancellations made 3 weeks before the start of the course - 100% of the total fees if less than 2 weeks before the course start date unless otherwise agreed <p>5. Non completion of course</p> <p>For those courses that attract significant subsidies a fee equivalent to the full course fee will be charged for non-completion without prior agreement.</p> <p>6. Limit of Liability</p> <p>Other than liability in respect of death or personal injury, the extent of the "Company's" liability for any failure to meet its obligation shall be limited to the costs of the course fee only</p> <p>7. Quality</p> <p>"Company" will provide lecturers suitably qualified and experienced with regard to the course subject and will take all reasonable care to ensure that the presentation and content of the course is made in a professional and competent manner and to a standard appropriate to the course.</p>	<p>8. Materials and Equipment</p> <p>All facilities, course materials and equipment will be provided for use by delegates for the duration of the course unless otherwise specified. The Company will not be liable for any materials or equipment brought onto the premises by a delegate.</p> <p>9. Copyright of course material</p> <p>Ownership of and copyright in all course material and documents shall remain with the "Company". Delegates may use such material and documents only for their personal use and such material and documents shall not be copied, given, sold assigned or otherwise transferred in whole or in part to any third party without the express written consent of the "Company".</p> <p>10. Delegates Liability</p> <p>The Company accepts responsibility in full for the conduct of its students whilst on "/Company" premises and undertakes to indemnify the "Company" against material damage and/or personal injury to the "Company", its servants, agents or property as a result of actions or defaults whilst attending the course.</p> <p>11. Interpretation</p> <p>12.1 This agreement shall be governed by and construed in accordance with the laws of Poland and the parties hereby submit to the exclusive jurisdiction of the Polish Courts.</p> <p>12.2 This agreement is subject to the special conditions (if any) contained in the schedule hereto. In the event of any consistency between such special conditions and the other terms of agreement such special conditions shall prevail.</p> <p>12. Force Majeure</p> <p>The "Company" shall not be liable to refund of fees or for any other penalty should courses be cancelled due to war, fire, strike, lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.</p> <p>13. Company Policies</p> <p>Every student is obliged to read, understand and fulfill the requirements stipulated in Company's HSE, Anti-Discrimination, Equality and Data Protection Policies.</p> <p>14. Registration for e-learning course can take up to 14 working days and NEW HSE does not assume responsibility for it.</p> <p>15. Data Sharing</p> <p>By signing this form student gives the company a permission to share his data with NEBOSH and register them for the relevant unit examination(s).</p> <p>16. Data Protection</p> <p>NEW HSE and NEBOSH will Process the Personal Data in compliance with Regulation (EU) 2016/679 (General Data Protection Regulation) from 25th of 2018 and with other applicable laws, enactments, regulations, orders, standard and similar instruments. By registering for the course, you give express consent for us to transfer your data; specifically your full name, address, email address, gender, and telephone contact details to NEBOSH for the purpose of registration, examination and certification of qualifications only. NEBOSH have a privacy statement available on their website detailing how they process this data. You have the right to access your data and the right to rectify, delete and withdraw your consent at any time without affecting the legality of the processing, which was made on the basis of consent before its withdrawal. NEW HSE is acting as a 'Document Controller', and NEBOSH as a 'Document Processor' when dealing with students registering for the course.</p> <p>NEW HSE and NEBOSH don't disclose the Personal Data to, or allow access to the Personal Data by any third party other than as required by law or as may be directed by NEBOSH or Regulatory Authority. Detailed information regarding GDPR u can find in NEW HSE Data Protection Policy located on www.newhse.pl</p>
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17. Section 5 - Dietary preferences: Without limits Vegetarian Vegan Special Dietary Restrictions

Date:

..... Signature of student

18. Section 6 - For Office Use Only

Date _____ Booking No. _____ Company Stamp & Signature _____