LONDON CAPITAL COMPUTER COLLEGE

Corporate Training Registration Form

Ref No.:

Personal Details

First Name: _____ **Surname:** _____

Company Name _____

Address: _____

City: _____ **Country:** _____

Company Tel. No.: _____ **Email:** _____

Course Details:

Course Program Title	Subject	Date(s)

Training Venue Details

Country: _____ **City:** _____

Method of Payment:

Tick the appropriate box:

☐ I enclose an International Bank draft for **£** _____ *addressed to London Capital Computer College*

☐ I enclose an International Bank draft for **US$** _____ *addressed to* **Business & Computing Examinations (BCE)**

☐ I will transfer funds using International Bank transfer. Please email me the bank details

☐ Please invoice my company as shown on purchase order no. _____ *(purchase order should be EMAILED to LCCC also.)*

Agreement

Please note:

i. All payments are made in advance, 3 weeks before training date.

ii. There is a 20% cancellation charge for cancelling 14 working days prior to course starting date.

iii. There are no refunds.

iv. I have read the terms and conditions stated below. I have signed and dated this form as confirmation to abide by London Capital Computer College terms and conditions.

Signature: _____ **Date:** _____

Corporate Training Terms and Conditions

1 Places are reserved on first come first service basis. Payment should be received by London Capital Computer College (LCCC) 21 working days prior to training date, else LCCC will move the chosen training date(s) to the next available as this enables London Capital Computer College to prepare training folders, make arrangements for suitable trainers including all necessary training equipment.

2 There are no refunds. Failure to attend on the training date(s) chosen, mean funds will be forfeited.

3 International Electronic Bank transfers should cover UK bank charges, else delegate(s) will not be allowed to attend (confirmation letter will not be sent until full amount is received).

4 The training fee is charged per person per subject. The training fee does not cover any other personal expenses such as accommodation, food, transport etc. The fee quoted is purely for training.

5 LCCC provides all necessary training equipment; study manuals, computers and related technology (only subjects marked with † on the dates schedule require the use of computers), overhead projectors etc.

6 Daily training time-table is from 8.30am to 4pm with 10-15 minute breaks and 1-hour lunch (1pm-2pm).   We do not provide lunch.

7 Only delegates who complete each day session will receive a Certificate or Diploma of attendance.
Certificate: Delegates who register, pay and attend individual subjects receive a Certificate.
Diploma: Delegates who register, pay and attend all subjects in a qualification program receive a Diploma or Advanced Diploma. [Except for those attending Certificate level courses]

The qualification program is the title of the overall program e.g. Diploma in Information Technology, Diploma in Human Resource Management, Diploma in Programming, Diploma in Accounting & Finance, Diploma in Web Design, Diploma in Project Management etc. For example, Diploma in Information Technology (course code 103) has 5 subjects (see the Information Technology dates schedule). If a delegate registers for *lets say* Excel and Access; will receive a Certificate specifying the two subjects. However, if a delegate registers for all 5 subjects, will receive a Diploma.

8 Mobile phones must be switched off or put on silent during training sessions. The trainer has the right to suspend those who disturb training sessions.

9 Delegates who require visas to venue countries should give ample time to apply. Take note some countries do not give visas on arrival. It is also the delegate's responsibility to check health certificate requirements, for example yellow fever vaccination.

10 Delegates should make sure they have sufficient funds for their welfare including return tickets.

11 London Capital Computer College reserves the right to change/postpone training dates if there is not enough delegates for any subject. The quoted full prices per person are:
- · 1 day course (£100 or US$200)
- · 2 day courses (£130 or US$260)
- · 3 day courses (£160 or US$320)
- · 5 day courses (£250 or US$500)

12 All delegates training manuals are printed in black and white and can only be given in hardcopy.