

(please enter name and date of course)

Delegate Name: Mr/Mrs/Miss/Ms

Organisation:

Organisation address in full:

Name/address for sending confirmation to (if different than above):

Email: This is essential in order for us to confirm your booking

Postcode:

Work Tel:

Mobile: In case we need to contact you outside of office hours

HR contact email:

TERMS & CONDITIONS - PLEASE READ THIS SECTION CAREFULLY:

REGISTRATION: Please complete this registration form and return it to admin@gta.gg, or post it to: GTA University Centre, Suite D, St. Peter Port House, Union Street, St. Peter Port, Guernsey, GY1 2PT, quoting the course name and date in all correspondence. You will receive an email confirmation in advance of the course, if you do not receive an email confirmation, please let us know.

Your invoice will be raised on receipt of your booking and our terms are 14 days. Payment can be made as follows:

- ⇒ CHEQUE: made payable to "GTA University Centre"
- ⇒ BACS: HSBC Bank, 40-22-25, 02140926, Guernsey Training Agency Ltd Course Fees Account
- ⇒ PHONE: please call our Accounts Team on 721555 to make your payment
- ⇒ ONLINE: at the time of booking, this only applies to bookings made electronically

CANCELLATIONS: All cancellations must be made in writing. A fee of 100% will be levied in respect of any cancellation made less than 14 days prior to the commencement of the course. A fee of 50% will be levied for cancellations made between 21 and 14 days prior to commencement. A substitute delegate can be named at any time.

SPECIAL ARRANGEMENTS: If you require any special requirements, please inform us at the time of registration.

I have read the Terms & Conditions above and choose the following payment method:

CHEQUE: BACS: INVOICE: PHONE:

Signed: _____ Date: _____

If you do not wish to receive further information on GTA course, please tick this box.

To find out more and book your place click...

www.gta.gg

or email admin@gta.gg or call 01481 721555