



Course Booking Form for ITILv3 & Prince2

Delegate Details

Name	
Position	
Organisation	
Address	
Postcode	
Telephone	
E-mail	
Signature*	

****by signing this form you agree to abide by the terms and conditions below***

Invoice Details

Purchase Order Number (if applicable)	
Invoice Address (if different from above)	

Course Details

Course Number	
Course Start Date	
Course Fee	

Terms & Conditions

- It is the Client's responsibility to ensure that delegates have the knowledge, skills & experience detailed in the course prerequisites.
 - You may cancel a booked course by giving written notice. Payment of a cancellation fee varies depending on the period of notice (see below):

16 or more working days	full refund
11 - 15 working days	50% course fee
0 - 10 working days	no refund
 - In the event that Lancaster University has to reschedule a course, delegates will be offered an alternative booking. If no alternative can be agreed then the University will refund any course fee paid.
 - Lancaster University shall not be liable for any failure to fulfil its obligations where such failure is due to circumstances beyond its reasonable control.
- Please note that your details may, if requested, be passed on to InfoLab21 funding bodies for internal auditing purposes. Your details will not be passed on to any third parties.***

Please return this form by fax or post

