



XEROX TRAINING BOOKING FORM

Please complete all fields below, using **BLOCK LETTERS**, with the required information for all attending delegates.

Course Title:		Course Date:	
Staff / EU Number: <i>Mandatory</i>	Delegate Name: <i>Mandatory</i>	Delegate Email Address: <i>Mandatory</i>	Contact Tel Number: <i>Mandatory</i>

All accommodation bookings must now be made by the delegate or a representative at his/hers company. Enclosed are the details of local hotels. Please read ALL of the Terms and Conditions overleaf, before sending your booking. The total course costs must be covered at the point of registration, in order for your booking to be confirmed. Details of the course cost can be found on the attached Notification of Training.

Payment Details:

Cheque enclosed for £_____ made payable to **Xerox UK Limited**.

I agree to abide by the booking conditions set out overleaf.

Signature: _____

Date: _____

Next Steps:

Now that you have completed all of the required fields, you can post your booking form, together with full payment to: -

Support Services
Xerox UK Limited
220 Wharfedale Road
Winnersh Triangle
Winnersh
Reading
Berkshire
RG41 5TP

Check!! – Have you enclosed a cheque to ensure that your booking can be made?



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Education and Learning Terms & Conditions 2007

(Updated 21/02/2007)

Confirmation

Your course booking will only be confirmed once we are in receipt of the full course fee. An email confirming your place with further details and a map of the training location will then be sent to you.

Course Place Cancellations (Delegate)

The Training Administrator should be informed, at the earliest opportunity, of any delegate who has a requirement to be cancelled off a particular training course or programme regardless of the training location. This notification should be written, and made via the Manager/Person who made the original request to the Training Administrator.

For delegates wishing to cancel a course place(s), please be aware that we require a minimum of **10 WORKING DAYS NOTICE** (prior to the course start date) in order that we may offer the course place to others who may be waiting for that particular training.

Where 10 working days notice has been given, your course fee will be returned. Fees are non-refundable after this date, but you may nominate someone to attend in your place.

For courses run by an external trainer (non-Xerox), the charge/timing will vary by training supplier. Please contact your course administrator for more information.

Course No Shows (Delegate)

Any delegate failing to attend a course, which has been booked for them, for whatever reason, without prior notification to the appropriate person, will incur a **cancellation charge to the value of the full course fee.**

Exceptions

- Where the date of the course confirmation notice is **less** than 15 working days from the course start date (providing the original course booking was made more than 20 working days prior to the course start date), cancellations for courses will be accepted without penalty (excluding no shows).

Course Cancellations (Training Centre)

The Training Centre reserves the rights to cancel courses for which there are insufficient delegates confirmed, waitlisted or allocated. In such cases every effort will be made to:

- Ensure reasonable notice is given.
- Re-schedule delegates on to the next mutually available course or programme.

In the instance of the Training Centre cancelling a course less than 10 days before it is due to run, delegates will be credited with any validated costs incurred directly as a result of this cancellation. Only non-refundable flight costs from Scotland, Dublin and Europe will be considered as travel costs. Please send all claims in writing, for the attention of Tanya.Brewer@xerox.com for review regarding reimbursement.