**Venue:** Portsmouth International Port, Wharf Street, Portsmouth PO2 8RU

**Course fees as follows:**

Early Bird\* members rate: £800 + VAT per person

Members rate: £900 + VAT per person

Non-members rate: £1,100 + VAT per person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company information** | | | | |
| **Company Name** |  | | | |
| **Company Address** |  | | | |
| **Contact Name** |  | | | |
| **Contact Number** |  | | | |
| **PO Number** |  | | | |
| **PSS Member** | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| **Delegate information** | |
| **Title** |  |
| **First name** |  |
| **Middle name** |  |
| **Surname** |  |
| **Email address** |  |
| **Phone number** | **Mobile:** |
| **Address for certificate** |  |
| **Date of birth** |  |
| **Dietary requirements** |  |

Please note that spaces are limited to 12 attendees per course. Please return this form to [info@portskillsandsafety.co.uk](mailto:info@portskillsandafety.co.uk)

\*Booking more than two months in advance.

**Terms for cancellation of attendance**

If, after a candidate has been allocated a place on the training course, they can no longer attend you must give PSS at least eight weeks’ notice of cancellation by email to [info@portskillsandsafety.co.uk](mailto:info@portskillsandsafety.co.uk) in order to avoid cancellation charges.

If you give less than eight weeks’ notice of cancellation, the following cancellation charges will apply:

|  |  |
| --- | --- |
| **Notice of cancellation received** | **Cancellation charge**  **(% of fee)** |
| Less than 60 days in advance of the course date | **50%** |
| Less than 38 days in advance of the course date | **75%** |
| Less than 14 days in advance of the course date | **100%** |

The cancellation charges may be deducted from any amount that has been paid to PSS prior to the date that notice of cancellation is received or charged separately.

I have read, understand and agree to the above.

Name:

Position:

Signed:

Date: