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# Booking Form

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- All fields must be filled in to make a booking.
- Once completed, please send completed booking form to [enquiries@thegtgroup.com](mailto:enquiries@thegtgroup.com)

- For any enquiries, please contact us at [enquiries@thegtgroup.com](mailto:enquiries@thegtgroup.com) or +44 (0) 20 370 5571

## Course Information

Course Name

Start Date (DD/MM/YYYY)

Finish Date (DD/MM/YYYY)

Course Fee

Additional Options

## Delegate Information

Title Mr  Mrs  Ms  Dr  Other

Surname

Forename

Date of Birth (DD/MM/YYYY)

Nationality

Organisation

Job Title

Department

Address

Town

Postcode

Country/Nation

## Contact Information

Telephone (including dialing code)

Mobile

Email

Fax

Approving Manager

Approving Manager's Telephone

## Funding

Is funding secured? Yes  No

Funding Organisation

Contact Name

Telephone

How did you hear about us?

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# Booking Terms and Conditions

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## Payment

All course fees must be paid in full not later than 14 days prior to the start of the course (or immediately for late bookings). Payments may be made in alternative currencies to British Pounds locally only where we have our local currency accounts arrangements. Rate of conversion to be obtained from your local bank at the time of payment.

Your course is NOT confirmed until payment has been received. GTC will not be responsible for any financial shortfall if fees are changed from another foreign currency.

## Payment details

GTC will require payments in GBP sterling before the course commences.

### By Electronic Transfer BACS (money transfer)

#### Bank details for Pound Sterling Account

**Account Name:** GTC Training Consulting Group

**Bank:** Metro Bank plc.

**IBAN:** GB66MYMB23058018881349

**SWIFT:** MYMBGB2L

**Account Number:** 18881349

**Sort code:** 23-05-80

**Bank Address:** 70 Clarence St, Kingston upon Thames, KT1 1NN

**Currency:** Pound Sterling (GBP)

#### Bank details for US Dollars Account

**Account Name:** GTC Training Consulting Group

**Bank:** Metro Bank plc.

**IBAN:** GB76MYMB23058019845931

**SWIFT:** MYMBGB2L

**Account Number:** 19845931

**Sort code:** 23-05-80

**Bank Address:** 70 Clarence St, Kingston upon Thames, KT1 1NN

**Currency:** United State Dollars (USD)

## By Bankers Draft

Drawn in GBP sterling, made payable to **GTC Training Consulting Group** and posted to:

**GTC Training Consulting Group**  
**Riverbank House**

**4th Floor**

**1 Putney Bridge Approach**

**London, SW6 3BQ**

## Transferring courses

Attendance on a course can be postponed once bookings have already been made. However, intention to postpone must be sent in writing (e-mail) 14 days prior to the start of the course concerned. Written notification is required to transfer a booking to another course. This can be applied without charge (if the course fees for both courses are identical). Only one transfer can be made. Should you transfer a booking to an alternative date/location/course and then fail to attend or cancel the full fees are due and no refund can be made.

## Cancelling courses / Late attendance

A written notification of cancellation should be sent at least 14 days prior to the start of the course, should circumstances prevent the delegate from attending the course concerned.

PLEASE NOTE our cancellation fees. 14 days written notice – No cancellation fee (unless the course has been previously changed)

Less than 14 days written notice – The full fee is due

GTC reserves the right to cancel or amend a course without penalty or compensation, providing that they provide you with 14 days' notice. Where possible GTC will endeavour to provide you with either an alternative course/date/location and will provide this course at the same fee as originally paid regardless of the published prices. Should the alternatives not be satisfactory you will be entitled to a full refund.

GTC will not be responsible for any losses incurred due to the cancellation of a course, such as flights, accommodation etc. In the event of a course being cancelled.

## Other terms

GTC reserves the right to remove any delegate from their course should their behaviour be deemed inappropriate by GTC Training Consulting or its partners. This will result in no refund of course fees or other expenditure incurred.