



APPLICATION FORM

Course: Date(s):

Name: Organisation:

Address:

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Mobile: Email:

Signed: Sum Enclosed:

Any Special Needs/Requirements? (Please State):

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TERMS AND CONDITIONS

BOOKING

- Places can be reserved only on receipt of payment in full.
- Receipt of application information implies understanding and acceptance of the terms and conditions.
You will be notified prior to commencement of course if your application has been accepted.

PAYMENT

- Payments can be made at our offices, by post or by bank transfer at AIB, Portlaoise, Co. Laois, Account No. 12382137; Sort Code: 93 32 79. Please quote course code and your name on all transactions.

FAILURE TO ATTEND

- Substitutions are acceptable at any time up to noon on the day of training. The substitute will receive all course material on behalf of the original delegate.
- In circumstances where the original attendee fails to attend and no substitute is appointed, seminar notes and materials will be forwarded by post on request, provided full payment has been received.

REFUNDS

- To qualify for a full refund, cancellation must be received in writing 14 days prior to the event.
- A 50% refund applies to cancellation received up to 5 days prior to the event and no refund thereafter.
A full refund applies if your application is unsuccessful. Your application may be unsuccessful if all places have been allocated, or if the course is over-subscribed and you are not allocated a place.

CHANGES IN DETAILS

- The company reserve the right to alter the programme, speaker or venue or to cancel an event at our discretion.
In the event of a cancellation, our liability shall be restricted only to refund of fees paid.

Please forward this application form together with the appropriate fee to :

The Laois County Enterprise Board Limited,
Portlaoise Enterprise Centre, Clonminam Business Park, Portlaoise, Co. Laois.
T: 057 866 1800 | F: 057 866 6989 | E: admin@laoisenterprise.com | www.laoisenterprise.com

Occasionally we may contact you with details of upcoming events/further training.

Please tick your preferred method(s) of communication:

E-mail

Text

Mail

Please do not contact me