



European Energy Centre (EEC)

Promoting Best Practices in Renewable Energy Since 1975

TRAINING COURSE REGISTRATION FORM



TO REGISTER FOR A TRAINING COURSE, PLEASE COMPLETE THIS REGISTRATION FORM, SIGN IT AND RETURN BY EMAIL TO training@EUenergycentre.org OR POST TO OUR OFFICES: THE EUROPEAN ENERGY CENTRE, 68/1 SPOTTISWOODE STREET, EDINBURGH, EH9 1DH (UK)

Registrations should be sent to the EEC as soon as possible. A place cannot be guaranteed if registering less than 7 days prior to the course start date

First Name*:	<input type="text"/>	Last Name*:	<input type="text"/>
Organisation:	<input type="text" value="(if applicable)"/>	Email*:	<input type="text"/>
Address*:	<input type="text"/>		
City*:	<input type="text"/>	Post / Zip Code*:	<input type="text"/>
Country*:	<input type="text"/>	Phone No*:	<input type="text"/>
Mobile No*:	<input type="text"/>		

*mandatory fields

Please complete for each participant*:

Course Title	Name of Participant	Date	Location
1.			
2.			
3.			

Please tick this box if participants are also sitting the exam for the Galileo Master Certificate or SQA Qualification: The exam takes place at the end of the training course. Participants will qualify for the Professional Membership Programme: www.energycpd.co.uk

Please briefly describe the participant's current area of expertise:

How did the participant find out about our courses?:

Applications can only be accepted and confirmed on receipt of full payment. The correct fee must be submitted with the registration form in order for the registration to be processed.

Payments can be made by Bank Transfer or Credit/Debit Card:

Bank Transfer: I have paid £..... by bank transfer to: European Energy Centre Ltd. The Royal Bank of Scotland, Edinburgh Nicolson Street Branch, 30 Nicolson Street, Edinburgh EH8 9DL

BIC: RBOS GB 2L **IBAN:** GB09 RBOS 8319 1910 0394 39 **Sort Code:** 83 19 19 **Account number:** 10039439.

Please include participant(s) name as reference.

Credit/Debit Card: I have paid £..... by online via the secure payment page at: www.EUenergycentre.org/payment or over the phone at +44 (0) 131 446 9479 (lines are open from Monday to Friday, 9am – 5pm UK time).

1. Send this registration form by email to training@EUenergycentre.org or post to our offices: The European Energy Centre, 68/1 Spottiswoode Street, Edinburgh, EH9 1DH (UK)
2. You will be sent confirmation that places have been reserved on the specified course(s).

If you wish to cancel a booking you must let us know in writing at least 15 days prior to the course starting.

Generally, registration on Day 1 is at 08:45, with training starting at 09:00 and finishing at 17:00, with a lunch break. Please advise of any dietary requirements at least 14 days in advance.

One week before the course starts we will email you a map of the location where the course is held. Where required we can advise on suitable hotels, which you can contact to organise accommodation.

I give my permission for my personal data to be used for European Energy Centre Ltd. purposes only. The data will NOT be shared with third parties. I am happy for my name and my company's details to be published in the official magazine, website and newsletter of the European Energy Centre. I permit the use of photographs which might be taken during the training course. I understand that this may be printed or used in online publicity. I would like to receive information about your services.

AUTHORISATION:

I wish to book a place on the course(s) specified in this form, subject to availability. I have read, understood and agree to the terms and conditions overleaf.

SIGNATURE: _____

DATE: _____

TERMS AND CONDITIONS

1. Preamble

European Energy Centre (hereinafter referred to by its brand name “EEC”) provides the information and services subject to the terms and conditions set out herein. By registering (or enrolling) to a training course or seminar you (the “participant”) shall be deemed to have agreed to all the terms and conditions set out herein. Courses shall be referred to as “seminars” and vice-versa.

2. Minimum Age

The minimum age to attend any of the EEC Courses or Seminars is 18.

3. Cancellations / Refunds

Participants and prospective participants should notify the EEC in writing of intended cancellation of their course(s) at least 15 days before their course is due to begin. In which case an alternative date is proposed to the candidate and if unsuitable a full refund of the amount paid will be provided to the prospective participant, once and only if the cancellation has been received in writing 15 days prior to the course or seminar starts.

4. Minimum number of participants

Normally we require there to be at least seven students enrolled on a course in order to be able to run that course. In the unlikely event of the course being cancelled, as fewer than four students enrolled for a course, EEC will inform the contracting party in good time. If the EEC is unable to offer another suitable course, fees already paid will be refunded in full, thereby excluding any further liability on the part of the EEC.

No refund is payable once a student has started his or her course, under any circumstances.

You may transfer your place to a substitute person as long as we receive written notice of the substitution by you. The proposed substituting person must agree to these terms and fulfil any criteria required for the course in question.

5. Liability

In the event of the student's illness, EEC accepts no liability unless the cause is shown to be negligence by its staff.

EEC does not accept liability for the loss of a client's property or for extra expenses incurred by circumstances beyond our control, including strikes, sickness, riots, war, etc.

EEC does not hold insurance to cover participants against doctors' fees, hospital or drug expenses or loss of baggage, loss of money or damage to property by students. Students are expected to take out full insurance to cover these risks and to ensure that they are repatriated in the event of serious accidents, illness or death.

Any damage to the facilities, College or University property, whether intentional or not, may have to be paid for.

6. Copyright

The documentation, texts, images and other materials that are used on training courses or any other events operated by the European Energy Centre, are subject to copyright of the European Energy Centre, and cannot be used, copied, reproduced (in part or in full), either electronically or as printed material, without written, prior permission of the European Energy Centre.

7. Warranties & Disclaimers

You warrant and guarantee that every and all information given by you to the EEC shall be accurate, true and correct. The EEC makes no representations or statements and provides no guarantees (whether express, implied, in law or in equity or otherwise) regarding the information provided, any services provided or the suitability of any of the services for a particular purpose. The EEC shall not be responsible for and disclaims all and any liability for any loss, liability, damage (whether incidental, consequential, direct, indirect, special, punitive, or otherwise and including without limitation loss of profits, loss of earnings, business interruption or loss of information), expense of any nature or personal injury which may be suffered by you or any third party as a result of or which may be attributable, indirectly or directly, to using of or relying on any information provided by the EEC.

We reserve the right to develop the topics and format of our courses for your advantage without notice.