

### Total Quality. Assured.

These terms and conditions, together with any proposal, estimate or fee quote, form the agreement between you (the **Client**) and the Intertek entity (**Intertek**) providing the services contemplated therein.

If you do not attend a course and have not previously informed us no refund will be given. Intertek's full terms and conditions are available at [www.intertek.com/terms/](http://www.intertek.com/terms/)

#### At the registration stage:

- Place(s) will not be confirmed until we are in receipt of a completed booking form and once full payment has been received. Joining instructions will be sent as confirmation of attendance. It is the responsibility of the candidate to ensure that they are in receipt of the booking form and joining instructions.
- If the course start date is within 30 days, payment by credit/debit card or cheque is required.
- For pro-forma invoicing a VAT breakdown will be issued on completion of the training course.
- Provisional places will be held for 5 working days. Places will automatically be cancelled if the booking form is not returned or no communication has been received within this period. It is the responsibility of the person booking the course to inform Intertek if they wish to extend this notice period.
- The candidate to provide photographic evidence of identification with a valid passport, electronic driving license.
- Once registered onto the course, abide by the individual assessment centre's own code of conduct.
- The candidate must notify the centre of any special requirements that could be perceived to have a detrimental effect on elements of any written assessments of the course.
- Please notify Intertek of any special requirements relating to mobility or diet.
- It is important when completing this form to have read and understood the terms and conditions and important information as detailed on these pages.

#### Specific Requirements for Ex12 Application Design Courses:

There is a minimum academic qualification criterion for the candidate to attend the Ex12 Application Design Engineers. Please ensure that any named candidates meet the minimum requirements. The minimum qualifications are identified below:

- minimum of an HNC/HND or BTEC National Diploma in a relevant engineering or technology subject (or national equivalent if candidate from outside the UK).
- Sponsorship letter from an employer if the candidate does not meet the criteria of a) above
- Skills to include:
  - a. understanding, interpreting and applying technical content for application design in explosive atmospheres, ie an understanding of IEC60079-14
  - b. clear, informed communication and fact-based decision-making.

The candidate is to provide the Centre with evidence of appropriate qualifications prior to the course - original certificates or other means of confirming qualifications e.g. HNC/HND, Degrees, sponsorship letter etc.

#### Terms and Conditions

In addition to Intertek's standard terms and conditions the following cancellation charges apply:

1. Course Fees – All course fees are payable in advance before commencement date of the course.
2. Transfer of a delegate name – Transfer of a delegate name within the same company can be done at No Charge, however it may not be possible to change personalisation of certain course materials.
3. Change of course date – Where the date and/or venue are changed by Intertek a full refund is available up to 1 week after this notification, thereafter normal cancellation charges apply. If the delegate wishes to change to an alternative course date or location more than 2 weeks prior to course start date, there will be a 10% re-booking fee. Notice given less than 2 weeks prior to course will incur 50% of course cost. The date of the new course must be given at the time the written notification to transfer is received.
4. Cancellation of a delegate – If you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply.
  - Notice given more than 4 weeks prior to course – No Charge.
  - Notice given between 2 and 4 weeks 10% of course cost.
  - Notice given less than 2 weeks prior to course – 50% of course cost.
  - Notice given less than 1 week prior to course – Full fee.