**Augmentative and Alternative Communication Unit**

Please complete one form per delegate in BLOCK capitals and return to:

**Sara Dale**

Ace Centre

Hollinwood Business Centre

Albert Street

Hollinwood

Oldham OL8 3QL

**email**: sdale@acecentre.org.uk

**Course Dates: 23rd Jan 19, 20th Feb 19, 20th Mar 19, 17th Apr 19**

**Name of Delegate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Payment Details**

The £800 delegate fee includes lunch and refreshments.

**□ Please find enclosed a cheque for £800 payable to Ace Centre North**

**□ Please invoice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\*\*Purchase Order Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\* An invoice will be issued ONLY where a valid Purchase Order has been provided**

**How did you find out about this course?**

**□ E-Mail □ Word of mouth**

**□ Training Flyer**  **□ ACE Centre North Training Event**

**□ Website (**Please specify) **□ Other (**Please specify)

**Ace Centre Training Terms and Conditions**

## 1 Introduction

1.1 Note the limitation on liability in paragraph 5 and the cancellation fee in paragraph 7.

1.2 If you would like to use any of our material in a way not covered by these terms, please contact us.

## 2 Terms of Agreement

2.1 This Agreement starts when you sign and date the booking form, send it to us. We will acknowledge receipt of your booking by email. This Agreement ends when it is terminated under paragraph 6.

2.2 You acknowledge that we own all of the intellectual property rights in the materials. You may copy and use materials for the purpose of completing training assignments in your own name or in the name. You may not use the materials for any other purpose.

## 3 Your obligations

3.1 You shall pay the full course fee before the commencement of the training.

3.2 You shall not use the training materials for training other people.

3.3 You will not:

3.3.1 Alter any part of the training materials; or

3.3.2 Assign or otherwise dispose of your or our rights under this agreement.

3.3.3 Contest our intellectual property rights in the materials

## 4 Our obligations

4.1 We will invoice for full payment of the training course on receipt of the booking form.

4.2 If you satisfactorily complete your training, we will issue a certificate of attendance or completion, specifying the course title, delivery date and appropriate continuing professional development (CPD) hours.

## 5 Liability

5.1 Our liability to you for any loss or damage is limited to damages of an amount equal to the Fee.

## 6 Termination

6.1 This agreement will terminate when the training is complete or if you are in material breach of any of its terms and if the breach is not remedied within the period of ten days after we have given you written notice of it.

## 7 Cancellation

7.1 If you wish to cancel a training course you must notify us in writing and in advance of the date set for the training course to begin.

7.2 If you fail to complete a training course you may transfer your booking from one training course to another (subject to availability) for an administration fee of £25 and pay the difference in any fees due for the alternative course. Full or partial fees already paid are non refundable.

7.3 We reserve the right to cancel any training event. We will endeavour to provide a minimum of four weeks notice wherever possible. If we cancel a training course we will refund the fee to you in full.