

# eLearning Booking Form



## Health & Safety and Compliance Courses

Full Name:		Job Title:	
Company Name:		Sontay Account #	C00
Address Line 1:			
Address Line 2:			
Town/City:			
County:			
Postcode:		Country:	
Telephone:			
Email:			
PO number			
Invoice address:			
VAT Number			
Signature:			
Digital marketing opt out:	<input type="checkbox"/>	Check this box to not be included in digital marketing (Email, offers, additional products etc)	

### Delegate(s) and course details (please continue a separate sheet if necessary)

Course Title	First Name	Surname	Email

By completing and returning this form, you are placing a booking and therefore agree to our T&C.

Please return this form to [enquiries@sontay-academy.com](mailto:enquiries@sontay-academy.com)

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## Health & Safety and Compliance Courses



## Sontay Products and Services

Sontay is a market leading manufacturer and supplier of control peripherals such as sensors and switches into the building controls industry. We manufacture over 1000 different items, and all our products can be viewed on our [website](#).

The Sontay Academy are an official training partner of the BCIA providing their industry renowned BCM00-06 Courses. Sontay are accredited by CIBSE and Engineer Ireland for CPD courses. For more information and the courses schedule please visit our [website](#).

## Terms and Conditions

### 1. Booking policy:

- All courses will be invoiced in full at the time of booking. Payment of invoice is due at time of issue.
- Your course will be fully confirmed once payment is received. Access to the Learner Management System will be sent out via email to the specified delegate.

### 2. Cancellation policy:

- Course fees are non-refundable and non-transferable.
- Courses cannot be removed or transferred to another course title once processed.

3. Where applicable, a short end of course assessment will be undertaken and a certificate provided by email upon successful completion.

4. It is the delegate's responsibility to ensure the training course is suitable for their purposes.

5. Access to complete a Course is included for 12 months from the date of purchase. Fees will not be refunded if the course is not taken within this time.

6. The Sontay Academy reserves the right to:

- Alter course content without prior notice.
- Cancel a course at any time without liability. In these circumstances delegates will be offered an alternative course or a full refund.

7. Your completion of The Sontay Academy online booking or a booking request via email constitutes an acceptance of these terms.

## Liability of the Sontay Academy

The liability of the Sontay Academy for any expense, loss, cost or damage of any kind whatsoever whether direct, indirect or consequential (apart from personal injury or death) arising out of any action of proceedings relating to any services or equipment provided in accordance with the course shall be limited to the total amount of fees charged in respect of this course. The Sontay Academy is unable to offer refunds for cancellations arising from events outside of its control including adverse weather conditions, flooding or industrial action.