

Training Pass Order Form

Please complete using block capitals.

Booking Contact

Delegate Name

Company Name

Address

Telephone

Fax

E-mail Address

- | | | | |
|----------------------------|--------------------------|-------------------------|---------------------|
| Training Pass Level | <input type="checkbox"/> | GOLD (Unlimited) | £5,995 + VAT |
| | <input type="checkbox"/> | SILVER (15 Days) | £3,295+ VAT |
| | <input type="checkbox"/> | BRONZE (10 Days) | £2,295+ VAT |

Payment details:

Purchase Order Number: _____

I enclose a cheque for: £ _____ **(incl VAT) made payable to Rockwell Automation Ltd**

Please debit my Visa card:

Card No: _____

Expiry Date: _____

Card holder's Name : _____

Signed: _____ **Date:** _____

PLEASE REMEMBER TO ENCLOSE TWO PASSPORT SIZED PHOTOGRAPHS

TRAINING PASS TERMS AND CONDITIONS

The Training Pass is valid for 12 months from date of issue. All training must be completed by the expiry date

Training Passes are allocated to an individual. Once used, they become non-transferrable. Unused passes can be transferred. An administration charge of £25 will apply. The expiry date will remain unchanged.

Rockwell Automation reserves the right to cancel courses if insufficient booking have been received. Delegates will be notified and an alternative date offered. If a course has to be cancelled at the last moment, Rockwell Automation cannot be held liable for any other expenses incurred by delegates or their organisations due to cancellation.

The Training Pass can be used as payment for any course shown in the Rockwell Automation UK Training Schedule. To confirm your booking on a scheduled course, please complete a Training Centre Booking Form. Booking forms will be provided with the Training Pass when issued, and are also available from the Training Centres.

Delegates will receive joining instructions prior to the course commencement.

The Training Pass should be presented on arrival at the Training Centre.

Official Statements of Balance are available on request from the Training Centre.

Any cancellations or postponements must be received in writing 21 days prior to course start date. Cancellation or postponement after this date will be subject to the following reduction in the Training Pass balance:

14 – 21 days	25% of course duration
7 -14 days	50% of course duration
0 - 7 days	100% of course duration

(Part days will be rounded up to full days).

Training Pass levels cannot be upgraded.

At expiry date, unused days are not refundable.

Where the outstanding balance of a pass is less than the course length required, the Training Pass can be used as part payment. Each additional day required will be charged as follows: $\frac{\text{Course fee}}{\text{Course duration}}$