



www.acetraining.ie

057 93 33442

087 2832724

Email: info@acetraining.ie

BOOKING/ENROLMENT FORM

Please email or phone us if you have any questions when completing this form

Applicant Details

Course for which you are applying: _____

Name _____

Address _____

Tel / Mob No: _____ E mail _____

Required for FETAC courses
PPS No: _____ Date of Birth: _____

What is the highest educational qualification you have received to date ?

Primary School	<input type="checkbox"/>	3rd level Cert (please name)	_____
Junior Cert	<input type="checkbox"/>	3rd level diploma (please name)	_____
Intermediate Cert	<input type="checkbox"/>	3rd level degree (please name)	_____
Leaving Cert	<input type="checkbox"/>	Post Graduate Degree	_____
		Other (please name)	_____

Please describe the work/life experience you have gained in the course topic
(for example you may have spent 3 years working in accounts...
Alternatively, please state if you have no experience in the course topic.

Any special needs / requirements? (Please state):

Amt Enclosed _____ Date: _____

Signed _____

Please forward this booking form together with the appropriate fee to:

ACE Training
Harbour Buildings, Kilbeggan, Co Westmeath
T: 057 93 33442 E: info@acetraining.ie

Occasionally we may contact you with details of upcoming even www.acetraining.ie

Please tick if you do not wish to be contacted

TERMS & CONDITIONS

BOOKING

- Places can be reserved only on receipt of payment in full
- Receipt of application information implies understanding acceptance of the terms and conditions
- You will be notified prior to commencement of course if your application has been accepted

FAILURE TO ATTEND

- Substitutions are acceptable at any time up to noon on the day of training
The substitute will receive all course material on behalf of the original delegate
- In circumstances where the original attendee fails to attend and no substitute is appointed, seminar notes and materials will be forwarded by post on request provided that full payment has been received

REFUNDS

- To qualify for a full refund, cancellation must be received in writing 14 days prior to the event
- A 50% refund applied to cancellation received up to 5 days prior to the event and no refund thereafter ;
- No refund is available if ACE Training receive notice less than 5 days prior to the event. However the fee is deductible from any further work undertaken by ACE Training on behalf of the client, subject to availability

CHANGES IN DETAILS

The company reserve the right to alter the programme, speaker or venue or to cancel an event at our discretion. In the event of a cancellation, our liability shall be restricted only to refund of fees paid

DATA PROTECTION

ACE Training Ltd will retain and process the information contained in this form together with any other information otherwise furnished by you or by other third parties for the purposes of evaluating training; managing and administering training; informing our Trainees of up to date ACE Training events and generally for the performance by ACE Training of its training, education and development functions.

Under the Data Protection Acts 1988 and 2003 individuals have the right at any time (subject to certain exceptions) to request a copy of any

"personal data" that ACE Training Ltd holds about them and to have inaccuracies in that information corrected. Any such requests should be addressed to the Administrator of ACE Training Ltd, 1 Central Park Mullingar, Co Westmeath