

# EnCaT

## Environmental Consultancy and Training Course Registration Form

This form should be completed by each delegate. It should be returned to Sheila Baird at the address below with the registration fee at least 10 working days before the date of the course to guarantee your place.

<b>Course Title:</b>		
Delegate's Name:		Under the terms of the Data Protection Act 1998, your personal details will be given to exam awarding bodies for certification purposes.
Date of Birth		
Telephone Number (work and mobile)		
Business: Name		
Business Address:		
Email Address:		
Course Date:		
Details of Special Needs for Exam		
Fee Enclosed:		Elementary Food Hygiene: £75 PP (£80 on Mull, Islay and Bute) Intermediate Food Hygiene: £350 PP Scottish Certificate for Personal Licence Holders Qualification: £140 PP Refresher course for Personal Licence Holders £80: (£85 on Mull, Islay and Bute) Cheques should be made payable to <b>EnCaT</b> . BACS Payments: Account Name: EnCaT Sort Code: 83-23-07 Account Number: 00152811 Mobile Payments: Paym 07786063944 Card Payments can be made by using paypal: s.johnston@btinternet.com Cancellations must be in writing and a 15% administration fee will be charged. <i>No refunds will be payable if cancellation is less than 10 working days before the course.</i>
Job Description:		
Reason for Attending Course:		
For some courses the examining body set a minimum number of delegates and in such cases EnCaT may require to cancel the course in which case alternative dates will be offered or a full refund given.		
I accept the booking conditions as prescribed above.		

Signature: ..... Date .....

Mobile Contact Number.....

In reference to the 1998 Data Protection Act Sheila Baird is the data controller and processes data for the purpose for which it is held.  
Your personal information will be shared with examining and awarding bodies for the purpose of administering exam procedures and verifying ID.  
We may use your contact and working details for planning future training programmes and marketing.  
If you do NOT wish to be contacted by EnCaT, or your details to be held on EnCaT database please other than for the training specified on this form tick this box