



Aonghus IT Services Course Agreement Form

COMPANY OR ORGANISATION DETAILS

Representative Name:	
Company/Organisation Name:	
Location Address:	
Postal Code:	
Mailing Address:	
Postal Code:	
Telephone (Office):	
Telephone (Mobile):	
Telephone (Other):	
Representative Email Address:	
No. of Delegates for these Courses:	
Highest Educational Qualifications of all delegates (E.g. A' Levels, Degree)	
Other Relevant Educational Qualifications of all delegates to this Course	
Do any delegates have any special needs the Company should know about on the day of training?	

COURSE(S) YOU ARE APPLYING FOR BASED ON OUTLINE OR AGREED CUSTOMISATION:

(Course Name)

If the course or courses are involving a consultation, please indicate desired measurable outcome of this consult (must be agreed by trainer):



AONGHUS IT SERVICES | 17 Malone Road | Belfast | Northern Ireland | BT9 6RT

Course Date(s):	Day 1 TBD	Day 2 TBD	Start 9.30am	End 4.30pm
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Please list any relevant courses that you or other delegates have attended e.g. workshops, training sessions, and courses within computer software applications in the past.

What if any are your future needs for Software Training:

Course Name:	Specific requirements:
Course Name:	Specific requirements:

Basic Cost for the Course:

Add additional Cost for Transport:	

Total Cost for the _____ Course Training: _____

ADDITIONAL INFORMATION

Signed: _____

Date: _____ Application Amount (40%)
enclosed to reserve
date/placement = _____

Received _____
by: _____ Date: _____

(All payments must be made in full within 30 calendar days of completion of the course)

Please email scanned Application form to:

info@aonghusitservices.co.uk

Subject Line: Course Trainer – (Course Name) (Date) – Course Reservation

CLOSING DATE FOR THIS BOOKING MUST BE NO LATER THAN 2 WEEKS PRIOR TO COMMENCEMENT OF THIS COURSE. (Arrangements may be made for earlier agreement dates by ringing our office at (028) 9521 8127.



If you require any additional information or have any concerns, please ring the company at: (02895) 218127 or (07856) 256653.

ADDITIONAL TRAINING INFORMATION FOR ONSITE COURSES

If Training is onsite to client location, please tick appropriate boxes:

	Y	N
Does the client site have a training room?	<input type="checkbox"/>	<input type="checkbox"/>
Does the room have a flip chart?	<input type="checkbox"/>	<input type="checkbox"/>
Does the room have a dry erase board?	<input type="checkbox"/>	<input type="checkbox"/>
Does the room have an overhead projector?	<input type="checkbox"/>	<input type="checkbox"/>
Will the delegates require writing paper brought by trainer?	<input type="checkbox"/>	<input type="checkbox"/>
Will the trainer require a laptop for this training?	<input type="checkbox"/>	<input type="checkbox"/>
Will the delegates be using laptops for this training?	<input type="checkbox"/>	<input type="checkbox"/>
Will the trainer be allowed online access during the training?	<input type="checkbox"/>	<input type="checkbox"/>
Do all delegates have the correct software loaded onto their machine or laptop	<input type="checkbox"/>	<input type="checkbox"/>
Will lunch be provided for the delegates and the trainer?	<input type="checkbox"/>	<input type="checkbox"/>

*Additional Notes:

Disclaimer:

If the course(s) is not completed due to any decisional change by the client prior to its proceeding and within 72 hours of the course provision, the 40% booking fee is non-refundable. It is the policy of Aonghus IT Services to always insure a course runs to completion even if the date is re-booked. No additional charges will be added if a course date is changed within 30 days of the original booking. An additional 10% will be added for each month thereafter. A full payment within 30 calendar days is required for any course completed to the satisfaction of this agreement. Aonghus IT Services will reimburse any course reservation or payment in full for any course not completed due to the trainer or company not providing the training as agreed.