



Workshops and Courses

By completing the Course Application Form , you agree to the terms and conditions set out below.

1. Applications to attend workshops and courses run by Intelligent Training Systems must be made on the Course Application Form.
2. By completing and submitting the Course Application Form, you are committing to attend and pay the full fee in respect of the workshop or course detailed in the Course Application Form.
3. Subject to 10 below, your place on the workshop or course shall be reserved on the payment of a deposit or full fee in respect of that workshop or course (please see the price list for these amounts). Please note that full fees must be paid if the course is via distance learning. Such deposit or full fee must be paid on submitting the completed Application Form.
4. The balance of the workshop or course fee (i.e. the total fee less the deposit paid) must be received by Intelligent Training Systems no later than 14 days before the workshop or course start date. A failure to pay the total fee by this time may result in the loss of your place on the workshop or course and the loss of your deposit.
5. If you are unable to attend the workshop or course on the date applied for, you may be able to attend the workshop or course on an alternative date subject to you having submitted a letter of cancellation (see 6 below) and there being an available place on an alternative date.
6. Should you wish to cancel your place on a workshop or course, to avoid the loss of any fees paid (including the deposit), a letter of cancellation, together with a completed Course Application Form for an alternative workshop or course must be sent or delivered to Intelligent Training Systems at 13e, Main Street, Keyworth, Nottingham, NG12 5AA, to be received at this address no later than 28 days before the start date of the original workshop or course. In such circumstances any fee paid (including the deposit) will be transferred to the alternative workshop or course.
7. Where you wish to cancel your place on a workshop or course and do not wish to attend an alternative workshop or course, provided that a letter of cancellation is sent or delivered to the address set out in 6 above, and is received at that address within 28 days of the date of the workshop or course, any fees paid over and above the deposit shall be refunded to you. Please note that the deposit paid is non-refundable.

8. In the event that Intelligent Training Systems finds it necessary to change in any way the course or workshop on which you are enrolled (including date, venue, content or price), you will be informed of this as soon as reasonably practicable. Intelligent Training Systems shall not be liable for any resulting loss in respect of any such change.
9. In the event that Intelligent Training Systems finds it necessary to cancel the course or workshop on which you are enrolled, you will be given as much notice of this as reasonably practicable and will be offered an alternative date for the course or workshop. Intelligent Training Systems shall not be liable for any resulting loss in respect of such cancellation.
10. Intelligent Training Systems reserves the right to refuse any workshop or course application and shall not be required to inform the applicant of the reason for such refusal. In this event any deposit or full fees paid shall be refunded. In addition, Intelligent Training Systems reserves the right to exclude from any workshop or course any individual who fails to comply with Intelligent Training Systems' standard practices and procedures, or any individual with disruptive behaviour. In such event, no refund of workshop or course fees (including the deposit) paid by the excluded individual shall be given.
11. Applications for all workshops and courses that require a pre-requisite qualification must be accompanied by proof that you have such qualification. In the event that no such proof is received by Intelligent Training Systems, a place on the workshop or course shall not be reserved for you until such proof has been received.

6. EMERGENCY CONTACT DETAILS Please give the details of someone who can be contacted in the event of an emergency.

Name			
Telephone		Relationship to you	

7. HOW YOU HEARD ABOUT THIS COURSE

REPS	Exhibition	Former student	Course Leaflet
Leisure Opportunities	FIT Wimbledon	Multi Trax	Fit Pro
Local Newspaper	Partner website	LIW	Other (Please specify)
Health and Fitness Mag.	Employer	ITS Website	

8. PAYMENT TYPE Please indicate how you will be paying your course fees.

Cheques/Postal Orders payable to Intelligent Training Systems

Cheque
 Credit/Debit Card
 External Source

Name on Card																
Type of card																
Card Number																
Valid From																
Expiry																
Issue Number																
3 Digit Security code																

External Source (Intelligent Training Systems will invoice the named organisation below for payment. Please attach an official order/letter if available.)

Name of employer/organisation:

Address:

Contact Name:

Telephone No:

9. AMOUNT ENCLOSED
 I am paying the full amount now £_____.

 I enclose my deposit of £_____ and the balance I will pay four weeks before the course start date.

10. DECLARATION

I confirm that the information I have given in this application is correct and complete to the best of my knowledge.

I confirm that I have read, understood and accept the terms and conditions set out above.

Data Protection:

I consent to Intelligent Training Systems processing the personal data set out in this form and other data which Intelligent Training Systems may obtain from me (or from other people about me) for the purposes stated in this form or connected with my studies or any other legitimate reason.

Applicant's Signature _____

Name (Please print) _____

Date _____

Intelligent Training Systems will not pass your personal data onto any third party.

Intelligent Training Systems may contact you in the future with details of workshops or courses which may be of interest to you. If you do not wish to be contacted in this way please tick the box..

Please return to:

Intelligent Training Systems
at 13e, Main Street, Keyworth, Nottingham, NG12 5AA