



## Archive training Course Registration Form

Date of the Course	The Course Title	Course Fee	Select Course ✓
Thursday 21 <sup>st</sup> March 2019	The Role of the Archivist and the operation of a GCP Archive	£390.00 + VAT	
Tuesday 26 <sup>th</sup> March 2019	The Role of the Archivist and the operation of a GLP Archive	£390.00 + VAT	

### Your Details:

First Name: \_\_\_\_\_ Invoice address: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Title: Mr, Mrs, Ms, Dr, other \_\_\_\_\_  
Position: \_\_\_\_\_  
Company: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Country: \_\_\_\_\_  
Email: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

**Please tick this box to confirm you give consent for Qualogy Ltd to store your information in line with the General Data Protection Regulation (2018).**

All information will be held and used solely by Qualogy and will not be shared or sold to any third party. By giving consent, you agree for us to store your information and contact you regarding future training courses or send relevant information regarding Qualogy Ltd.

I have read the above and give consent for Qualogy Ltd to store my personal information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed forms: Please return your Course registration form on completion to:  
**Qualogy - email: [training@qualogy.co.uk](mailto:training@qualogy.co.uk)**

On receipt of your registration form a confirmation email will be sent with your invoice along with further details of the course and directions on how to find us.

### Payment Details

**In all cases course fees must be received by Qualogy Two weeks prior to the first day of any course.**

**Cancellation Policy.** Cancellations received more than three weeks before the course will be refunded less 15% administration charge. No refund will be given for cancellations received by Qualogy less than three weeks before the course although delegates may be substituted. A full refund will be given if Qualogy cancels a course.