

Course Booking Form

InterScaff for Security Training LLC
Warehouse No – WHB1-P3,
M44, Musaffah, Abu Dhabi, UAE.

Simian Technical and Occupational Skill Training
PO Box: 624260,
Dubai, UAE

Telephone: +971 (0) 2 658 8755 / +971 (0) 4 338 7322
Mobile: +971 (0) 54 581 3513
Email: sales@simianinternational.com
Web: www.simianinternational.com



**Individual Form to be filled in for each candidate*

Course Title:

Course Start Date:
(As advised by Simian)

Course Duration:
(Days)

Course Fee:
(Excluding VAT)

Attendee's Name:
(As per Identification Documents)

Please make sure to use correct spellings as the same will be used on all documents going forward

Company Name:

Address:

Email Address:

Contact Number:

Course Booked By:
(If booked on attendee's behalf)

Course Booking Date:

Onsite Training Address:
(If applicable)

I/We have read and understood the terms and conditions mentioned on Page No. 2 of this document and the same is fully accepted

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Abu Dhabi | Dubai | Ivory Coast | India | Oman | Nepal | Trinidad | Qatar | China | Iraq | Nigeria

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Terms and Conditions of Training

1. Bookings only accepted upon receipt of a completed booking form. If any misinformation is found on the booking form, then money will not be returned in full or partial and course cancelled.
2. Course fees must be paid at the time of booking unless specific credit terms are agreed.
3. We reserve the right to withhold training certificates and other related documentation until payment is made in full.
4. Cancellation Policy:
 - a) Cancellation received within 30 days of the start date; a full refund of the course fee will be made.
 - b) Cancellation received before 21 days of the due start date a refund of 75% of the course fee will be made.
 - c) Cancellation received within 14 days of the due start date the full course fee is to be paid.
 - d) No refund will be made if attendees fail to attend the course or leave prematurely for whatever reason.
 - e) We reserve the right at its discretion to cancel, alter or re-arrange courses without liability. In such an event and attendees would be offered alternative courses or a full refund.
5. We reserve the right to remove any attendee(s) from the course at any time, due to their conduct or behaviour (including substance abuse) and in the interest of other attendees, whether on the grounds of health and safety or other reasons.
6. A surcharge of 5% of the course fee shall be levied per calendar month from the date of invoice on outstanding monies due.
7. Where training is provided at your premises, a suitable room must be provided (not a site changing room or canteen area) which is available to others.
8. Operatives undertaking advanced scaffold inspector training must have a background in scaffolding.
9. Operatives attending practical scaffold training courses must be physically and medically fit to attend.
10. Operatives attending any scaffold training courses must have a minimum of 6 months site experience.
11. Operatives undertaking any training must attend the full duration of the course timetable, any absenteeism during the course will be classed as a non-achievement and the candidate will have to attend a full course to achieve.
12. Special circumstances will be taken into consideration for absenteeism due to personal reasons, medical reasons, or family bereavement.
13. Operatives with learning difficulties must inform the instructor at the start of the course and will be assisted throughout the course.
14. ANY CANDIDATE ARRIVING LATE FOR THE COURSE WILL NOT BE PERMITTED TO ATTEND THE COURSE AND WILL BE CHARGED FOR THE FULL COST OF THE COURSE. CUT OFF TIME 2 HOURS AFTER COURSE START TIME.

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