

**Section 1 – Course Booking Information**

<b>1. Course Title</b>	<b>2. Course Start Date</b>
<b>3. If you re-sit the exam, tick the right option</b>	<b>IG1/IGC1</b> <input type="checkbox"/> <b>IG2/GC2</b> <input type="checkbox"/> <b>GC3</b> <input type="checkbox"/>

**Section 2 – Delegate Personal Information**

Data necessary to register in the system in accordance with the policy available on the NEBOSH website

<b>4. Name:</b>	<b>5. Surname:</b>		
<table border="1" style="width:100%"> <tr> <td style="width:50%">First name</td> <td style="width:50%">Second name</td> </tr> </table>	First name	Second name	
First name	Second name		
<b>6. Address:</b>	<b>7. City:</b>		
street and house number / apartment number			
<b>8. Post Code:</b>	<b>9. Country:</b>		
<b>9. Date of Birth</b>	<b>10. Nationality:</b>		
Day Month Year			
<b>11. Telephone:</b>	<b>12. Email:</b>		
+ _____			
<b>13. Gender</b>	Male: <input type="checkbox"/> Female: <input type="checkbox"/> Not specified: <input type="checkbox"/>		

**Section 3 – Course Payment**
**14. Methods of payment (please tick relevant box)**

 Cash (please pay in person to Accounts Office at NEW HSE office.)  Bank Transfer: 

If paid to bank account, select the currency of payment:

Tick	Currency	Bank Name	Account number/ IBAN	SWIFT number
<input type="checkbox"/>	zł PLN	Bank Handlowy w Warszawie S.A	83 1030 0019 0109 8503 0012 9535	
<input type="checkbox"/>	\$ USD	Bank Handlowy w Warszawie S.A	PL12 1030 0019 0108 4006 0112 3971	CITILPX
<input type="checkbox"/>	€ Euro	Bank Handlowy w Warszawie S.A	PL51 1030 0019 0109 7806 0105 4039	CITILPX
<input type="checkbox"/>	£ GBP	Bank Handlowy w Warszawie S.A	PL24 1030 0019 0108 2606 0140 8651	CITILPX

**15. I accept the terms and conditions stated overleaf and enclose a cheque/invoice request**

 Please select the payment plan **a** or **b**, tick relevant and complete:

<b>a. Paid in Full</b>	<input type="checkbox"/>	Amount paid	<input type="checkbox"/>	Date of payment	<input type="checkbox"/>
<b>b. Installment Plan</b>	<input type="checkbox"/>	1 <sup>st</sup> Installment amount	<input type="checkbox"/>	Date of payment	<input type="checkbox"/>
		2 <sup>nd</sup> installment amount	<input type="checkbox"/>	Expected Date	<input type="checkbox"/>
<b>Learners Signature</b>	<input type="checkbox"/>			Total Payment	<input type="checkbox"/>
Learners Name (capitals)	<input type="checkbox"/>			Date of completion	<input type="checkbox"/>

**16. Complete if invoice is required**

Name of company	<input type="checkbox"/>		
Address	<input type="checkbox"/>		
Telephone	<input type="checkbox"/>	FOR OFFICE USE ONLY – TILL RECEIPT VALIDATION	
NIP and VAT	<input type="checkbox"/>		

**17. NEW HSE welcomes applications from learners with special needs**
 Tick this box should you require specific arrangements for enrolment and access to the course.

## Section 4 – Course Booking Terms and Conditions

The terms and conditions specified below are a complete statement of the legally binding agreement between the parties and supersede all prior discussions, correspondence and representations made prior to the date of booking unless otherwise agreed to and evidenced in writing by both parties, and shall apply from such date as the booking is accepted by the Company.

### 1. Definitions

1.1 Company means NEW HSE Learning Partner, accredited and approved by NEBOSH to organise NEBOSH IGC courses and examinations; registered in Warszawa, Grażyny 15, 02-548

1.2 The Candidate means the individual or organisation from whom the booking is received. 1.3 The Learner means the person(s) attending the course.

1.4 The Course means one or a specific series of training courses as defined in the course brochure or proposal.

### 2. Booking/Registration

2.1 To be registered for the Course, Candidate need to properly fill “Appendix 2 NEW HSE Company\_Booking\_Form rev 7.1” document and pay 20% non-refundable course advance payment. After application of document and finalisation of payment candidate will receive confirmation of enrolment on the list of course participants and NEBOSH book will be sent on address provided in booking form.

2.2 By signing this booking form, the candidate declares payment of the course no later than the day before the last day of registration of the candidates (table course dates available at [www.newhse.pl](http://www.newhse.pl))

2.3 If the candidate resigns from the course after paying the full amount of the course, he will receive a refund, reduced by 20% of administrative costs and the cost of materials sent.

2.4 By signing this booking form, candidate declares that Level of English (writing, reading, understanding) is adequate to undertake the course. In case of any doubts, contact the course administration. No reimbursement will be done in the event when the level of English language is found to be insufficient/inadequate for the course materials. On request, candidate can take Company’s English Language Skill Test and return it to the Company for review and feedback.

### 3. Course and examination fee

3.1 Payments can be done either by bank transfer to company’s bank account or in person by cash in the office. For all courses, upon receiving the payment of fees, the learner is issued with receipt or invoice.

3.2 The total cost of the course plus exam fee covers:

- 10 days of classes, beverages and snacks, lunch for duration of course and exam dates, access to NEW HSE Forum for Learners.
- examinations (assessment) registration and administration fee
- course materials, e.g. books, handout-materials, etc.

3.3 Total cost of course does not cover:

- Accommodation/Hotel, tickets/transport to training facility, breakfast/dinner, additional tuition lessons

### 4. Cancellation / Refunds / Deferments

4.1 Cancellation by the Company

The “Company” may cancel any course at any time but will endeavour to provide the client with at least 7 days’ notice of cancellation. In the event of a course cancellation, bookings will normally be deferred to the next available course at the same venue unless the candidate specifically requests otherwise. In this case, any fees paid will be refunded in full to the Candidate. The extent of liability for cancellation of courses is specifically limited to any course fee paid. The terms and conditions specified below are a complete statement of the legally binding agreement between the parties and supersede all prior discussions, correspondence and representations made prior to the date of booking unless otherwise agreed to and evidenced in writing by both parties, and shall apply from such date as the booking is accepted by the Corporation/Company.

#### 4.2 Cancellation by the Candidate

4.2.1 All cancellations must be notified to the "Company" in writing. 4.2.2 If booking is cancelled by the Candidate, the "Company" reserves the right to impose cancellation fees as follows:

- cancellations made 4 weeks prior to the start of the course, learner will be charged 500 PLN as an administration fee
- cancellations made 3 weeks prior to the start of the course – learner will be charged 50% of the total course fees
- cancellations made less than 2 weeks prior to the course start date - 100% of the total fees, unless agreed otherwise

#### 4.3 Deferments

In the event, when candidate has paid in full for the course and not able to attend the course, candidate will be offered to transfer his/her booking **to the next available course** at the same venue under the following conditions:

- the tuition fees are fully transferred to the next available course at no extra cost
- exam fees are non-refundable. Exams fees are not transferrable to alternative examinations or later examination dates.

In the event, when candidate has paid in full for the course and does not agree to attend the next available course, **he/she cannot defer courses they have already paid for**. In such cases, the tuition fee will be refunded less a deduction of cancellation fee, stated in paragraph 4.2 of this document. Exam fees are non-refundable. Refunds will not be made for any additional costs incurred by the candidate (e.g. flight, accommodation). All refund claims must be made no later than 2 weeks following the start of the course.

#### 4.4 Non-attendance without notice

For those candidates, that do not complete the course in full or partially (without prior notification to the Company) - fee equivalent to the full course fee, including examination fee will be charged without prior agreement.

#### 5.Limit of Liability

Other than liability in respect of death or personal injury, the extent of the "Company's" liability for any failure to meet its obligation shall be limited to the costs of the course fee only.

#### 6.Quality

"Company" will provide lecturers suitably qualified and experienced with regard to the course subject and will take all reasonable care to ensure that the presentation and content of the course is made in a professional and competent manner and to a standard appropriate to the course.

#### 7.Copyright of course material

Provided materials (e.g. books, handout materials, etc) during the course are for use by learners only. Training course materials provided during the course, remain the copyright of the Company and must not be reproduced, copied, sold or passed to any third party for reproduction in whole or in part. Delegates may use materials and documents for their personal use only.

#### 8.Interpretation

This agreement shall be governed by and construed in accordance with the laws of Poland and the parties hereby submit to the exclusive jurisdiction of the Polish Courts..

#### 9.Force Majeure

The "/Company" shall not be liable to refund of fees or for any other penalty should courses be cancelled due to war, fire, strike, lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.

#### 10.Company Policies

Every learner is obliged to read, understand and fulfil the requirements stipulated in Company's HSE, Anti-Discrimination, Equality and Data Protection Policies.

**11.Data Sharing and Data Protection**

NEW HSE and NEBOSH will Process the Personal Data in compliance with Regulation (EU) 2016/679 (General Data Protection Regulation) from 25th of 2018 and with other applicable laws, enactments, regulations, orders, standards and similar instruments. By registering for the course, By signing this form learner gives the company a permission to transfer his/her data (**specifically your full name, address, email address, gender, telephone contact details, date of birth and nationality**) to NEBOSH **for the purpose of registration, examination and certification of qualifications only**. NEBOSH have a privacy statement available on their website, detailing how they process this data. You have the right to access your data and the right to rectify, delete and withdraw your consent at any time without affecting the legality of the processing, which was made on the basis of consent before its withdrawal. NEW HSE is acting as a 'Document Controller', and NEBOSH as a 'Document Processor' when dealing with learners registering for the course.

NEW HSE and NEBOSH do not disclose the Personal Data to, or allow access to the Personal Data by any third party other than required by law or as may be directed by NEBOSH or Regulatory Authority. Detailed information regarding GDPR can be found in NEW HSE Data Protection Policy located at [www.newhse.pl](http://www.newhse.pl)

**18. Section 5 - Dietary preferences:**

1. Without limits       2. Vegetarian       3. Vegan       4. Special Dietary Restrictions

If you need a special diet, please write for what we must pay the most attention to:

If you are allergic to individual products, please list them below:

By signing this document, I confirm that I have read, understood and accepted the above Terms and Conditions

Date: .....

Learner Signature .....

**19. Section 6 - For Office Use Only**

Date\_\_\_\_\_ Booking No.\_\_\_\_\_ Company Stamp &Signature\_\_\_\_\_