

## Online learning booking form

### Course/exam details:

Online courses are completed using [The PM Channel](#) video resources. Exams are taken online **OR** in the classroom at our open public courses held in Newbury.

**To book an exam *only* please call the office for more information.**

Course Title	Please tick	Course information
APM Project Fundamentals Qualification (PFQ):		Online learning & online exam
APM Project Management Qualification (PMQ):		
APM Risk Level 1		
APM Risk Level 2		
PRINCE2® Foundation (P2F)		Online learning & online exam
PRINCE2® Practitioner (P2P)		Online learning & online exam

### Exam dates/times:

Online exams:

- Are arranged through a Proctor service and dates/times are available at any time as selected by you. You will be sent registration details on booking/payment of the exam.

Classroom exams:

- The Risk Level 1 exam is held on a Thursday afternoon at 4 p.m.
- The PMQ and Risk Level 2 exam are held on a Friday afternoon at 1 p.m.

Course Title	Classroom exam dates – select
APM Project Management Qualification (PMQ):	
APM Risk Level 1	
APM Risk Level 2	

For online exam bookings, contact [shan.rodourn@provek.co.uk](mailto:shan.rodourn@provek.co.uk) at least 5 days prior to requested exam date.

### Exam venue details:

Classroom exams are held at:

Mercure Newbury West Grange Hotel, Cox's Lane, Bath Road, Newbury, RG7 5UP, UK Tel: 01635273074

\* Provek are not responsible for booking accommodation. A delegate bed & breakfast rate is offered when quoting Provek, if booked directly.

### Delegate details:

*Delegate name	
*Delegate address (course materials will be sent here)	
*Delegate email	
*Delegate telephone	

\*required fields

## Payment details:

<b>Method of Payment:</b>	Please tick one	
Corporate Purchase Order	<input type="checkbox"/>	
Credit/Debit Card	<input type="checkbox"/>	Details can be taken over the phone (01635 524610)
Bank transfer to:	<input type="checkbox"/>	Provek Ltd - Sort code: 60-10-39 Account no: 14060272
<b>Payment by:</b>	Please tick one	
	<input type="checkbox"/>	Delegate - as detailed above
	<input type="checkbox"/>	Company
Company name		
Company address		
Accounts email		
Accounts telephone no.		

## Course costs:

	Please tick one		Prices - please select
I am an APM member	<input type="checkbox"/>		
I am not an APM member	<input type="checkbox"/>		
PRINCE2® Courses			
<b>Total course price</b>			

## Cancellation charges:

1.1 In the event that the Client cancels, substitutes or reschedules any of the Services, the Supplier shall be entitled to payment from the Client in accordance with this clause. The Client agrees and acknowledges that such charges represent fair consideration for the time incurred and the loss of opportunity to the Supplier arising from the Client cancelling, substituting or rescheduling any of the Services. The charges shall be calculated as follows:

(Note: The number of days shown below is in calendar days not working days)

	<b>15 – 35 days prior to the first Exam Date</b>	<b>10 – 15 days prior to the first Exam Date</b>	<b>5 or less days prior to the first Exam Date</b>
<b>Cancellation charge</b>	30% of the Charges	50% of the Charges	100% of the Charges

1.2 The Client may only re-schedule on one occasion during the 35-day period immediately prior to the first Course Date.

I have read, understood and agree to the cancellation charges detailed above:

I have read, understood and agree to the terms and conditions detailed below:

“Here at Provek Ltd we take your privacy seriously and will only use your personal information to administer your exam application and to provide the products and services you have requested from us”.

Signed:

Date:

Please return completed booking form to [bookings@provek.co.uk](mailto:bookings@provek.co.uk), fax it to Provek on 01635 524 620 or post it to: Provek Ltd, 12 Thatcham Business Village, Thatcham, Berks. RG19 4LW.

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## Terms & Conditions

This Course Booking is subject to the following terms and conditions between the client named overleaf and Provek Limited, a private limited company registered under the laws of England and Wales under number 2965726 whose registered office is 2 Imperial Square, Cheltenham, Gloucestershire, GL50 1QB, hereafter called ("Provek Ltd").

**Course Fees** - All quoted course costs are exclusive of VAT. This should be added to the amount shown at the ruling rate at the time of booking the course. If a client fails to make full payment to Provek within the stated time Provek reserves the right to levy a late payment charge of 1% per calendar month.

**Exam Fees** – where applicable. Exam fees are determined by the exam boards and may be subject to increase. Provek will endeavour to inform clients of exam fee rises but reserves the right to pass these increases on.

**Payment Terms** - No existing credit with Provek - Payment is due on receipt of invoice and must be received by Provek within 30 days or the start of the course whichever is the sooner.

**Existing Credit Clients** - An invoice will be issued, and payment is due as per the standard T's & C's attached to your proposal.

**Joining Instructions** - Venue details and full joining instructions will be sent no later than two weeks before the start date of the exam. Overnight accommodation is NOT included in the exam fee and Provek do not make accommodation bookings. Provek has preferred rates with our course venue if you quote Provek at the time of booking.

### **Cancellation, Substitution & Rescheduling Charges**

See details above.

**Changes to Exam/Course Content / Venue** - Provek reserves the right to make changes to the published course at any time where it improves the specification or content to the benefit of the client without supplying notice to the client. Should it become necessary to relocate the exam, Provek reserves the right to make this change and notify the client as soon as the change is known.

**Exam/Course Cancellation** - Provek will use all reasonable endeavours to avoid changes of this nature but reserves the right to cancel and reschedule the course when this is unavoidable. In this event, Provek will offer the client an alternative date or refund of all monies paid subject to undamaged / unmarked return of all pre-course material. Where this is not possible Provek will retain monies to cover the cost of such pre-course material.

**Warranty and Liability** - The Client accepts that it is their responsibility to ensure that the course is suitable for the delegate(s) and that the delegate(s) has/have the necessary competence to achieve the objectives of the course. Provek's liability for loss and damage shall be limited to a claim for damages. The maximum aggregate liability will be the charges for the course out of which the loss or damage has arisen. Provek will not be liable for indirect, special or consequential loss (including loss of anticipated profit or data), however arising, even if it has been advised of such potential loss.

Full details of liability coverage are available in Clients Terms & Conditions (2-T03P).

**Intellectual Property** - The copyright and all other intellectual rights in all course materials shall remain the sole and exclusive property of Provek or, in the case of a course developed by a partner, the partner organisation. The client undertakes that it will not copy, or permit to be copied; such course material nor disclose or permit disclosure, sell or hire the same to third parties, nor use the same to run the client's own courses.

**Force Majeure** - Provek shall not be liable for failure to supply any service under the Agreement or product due to a cause beyond its reasonable control.

**Law** -This Agreement and any other agreement of which it forms part shall be construed and enforced in accordance with the laws of England and the English Courts shall have exclusive jurisdiction.