

Step 1: Please select the course you wish to book

Virtual public courses	Face-to-face public courses
<input type="checkbox"/> PFQ 2-day (£651) <input type="checkbox"/> *PMQ 4.5-day (£1,495) <input checked="" type="checkbox"/> *PMQ 2-day exam preparation (£400) <input checked="" type="checkbox"/> Risk Management Level 1 (£854) <input type="checkbox"/> Risk Management Level 2 (£1,082) <input type="checkbox"/> AgilePM® Foundation (£947) <input type="checkbox"/> AgilePM® Practitioner (£1,055) <input type="checkbox"/> AgilePM® Foundation & Practitioner combined (£1,995)	<input type="checkbox"/> PFQ 2-day (£651) <input type="checkbox"/> *PMQ 5-day (£1,558) <input type="checkbox"/> Risk Management Level 1 (£854) <input type="checkbox"/> Risk Management Level 2 (£1,082) <input type="checkbox"/> AgilePM® Foundation (£947) <input type="checkbox"/> AgilePM® Practitioner (£1,055) <input type="checkbox"/> AgilePM® Foundation & Practitioner combined (£1,995)
Specialist support	Online study via PM Channel
<input type="checkbox"/> Chartered ChPP (£600) <input type="checkbox"/> PPQ (£595)	<input type="checkbox"/> PFQ plus online exam (£262) <input type="checkbox"/> *PMQ plus online exam (£669) <input type="checkbox"/> Risk L1 plus online exam (£377) <input type="checkbox"/> Risk L2 plus online exam (£594) <input type="checkbox"/> Risk L1 and L2 plus online exams (£822) <input type="checkbox"/> PRINCE2® Foundation & Practitioner with study guide (£239)

Please note:

- *PMQ delegates could you please complete our PMA Lite assessment [here](#) as soon as possible (if you have not done so already), to confirm your suitability for the PMQ course. Following your results if you have any questions email enquiries@provek.co.uk for further assistance.
- Virtual classroom courses will be delivered using Zoom interactive video conferencing. Course participants do not need to purchase Zoom.
- Classroom courses/written exams are held at: Mercure Newbury West Grange Hotel, Cox's Lane, Bath Road, Newbury, RG7 5UP, UK Tel: 01635 273074. Provek is not responsible for booking accommodation. When directly booked a delegate bed & breakfast rate is offered when quoting "Provek".
- Following completion of online study only, email bookings@provek.co.uk when you are ready to book your online exam.
- All prices exclude VAT.

Step 2: Specify course date required

Specify your required course date – course dates can be accessed at https://www.provek.co.uk/training/course-dates/	
---	--

Step 3: Delegate details (all fields must be completed)

Delegate name(s):	
Delegate address(es): <i>(course materials will be sent here)</i>	
Delegate email(s): Please ensure email address is 100% accurate – any spelling errors could disrupt your actual exam and you may incur an admin fee.	
Delegate telephone(s):	
Are you an APM member?	Y/N
If yes, please supply your APM membership number:	

Step 4: Method of payment (please select)

- Corporate Purchase Order – please provide PO number
- Credit/Debit Card - details can be taken over the phone once you have received our invoice
- Bank transfer to: Provek Ltd - Sort code: 60-10-39 Account no: 14060272

Step 5: Payment by (please select)

- Delegate, or
- Company*

***If 'Company' selected please provide the following details and/or proceed to page 3:**

Company name:	
Company address:	
Accounts email:	
Accounts telephone:	

Step 6: Cancellation charges and Ts and Cs

If the Delegate/Client cancels, substitutes or reschedules any of the Services, Provek shall be entitled to payment from the Delegate/Client in accordance with this clause. The Delegate/Client agrees and acknowledges that such charges represent fair consideration for the time incurred and the loss of opportunity to Provek arising from the Delegate/Client cancelling, substituting, or rescheduling any of the Services.

The charges shall be calculated as follows (**please note** number of days shown below is in calendar days, not working days)

	35 days or more prior to the first Course Date	15 – 34 days prior to the first Course Date	14 or less days prior to the first Course Date
Substitution charge	No charge	No charge	No charge
Re-scheduling charge	No charge for the first rescheduling. £100 + VAT thereafter	60% of the Charges	100% of the Charges
Cancellation charge	30% of the Charges	60% of the Charges	100% of the Charges

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

I have read, understood and agree to the terms and conditions detailed on page 4 below:

Provek take your privacy seriously. If your course requires an exam, we are required to pass your name and email address to the relevant exam board. We may also disclose personal information to a third party, but only where it is required by law, where it is otherwise allowed under the General Data Protection Regulation (GDPR), or where we have obtained your consent to do so.

Step 7: Sign and date

Signed:

Date:

(Final) Step 8: return completed booking form to:

- Email: bookings@provek.co.uk, or
- Post: Provek Ltd, 12 Thatcham Business Village, Thatcham, Berks. RG19 4LW

Terms and 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 course. Overnight accommodation is NOT included in the course 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 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 workshop, Provek reserves the right to make this change and notify the client as soon as the change is known.

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.