

Technical Essay Writing Preparation 2018

Course Booking Form



To check course / module availability please contact the sales team on 01285 772690.

To book a place on your chosen course / module(s) please complete pages 1&2 and return the completed form by:- scanning and emailing to att.bookings@resourcegroup.co.uk

STUDENT DETAILS (please complete in BLOCK CAPITALS)

First Name (s)	<input type="text"/>	Surname	<input type="text"/>
Home Address	<input type="text"/> <input type="text"/>		
Post Code	<input type="text"/>	Contact Number	<input type="text"/>
Email	<input type="text"/>	Date of Birth	<input type="text"/>
Passport No	<input type="text"/>	Place & Country of Birth	<input type="text"/>

(as per your passport, please attach a copy)

PAYMENT DETAILS

I will be paying the full balance by:

Credit Card Debit Card (Debit Cards 0.5% fee, Credit Cards 1.5%, Corporate Cards 2.0%) Cheque (Payable to LRTT Ltd)

Card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 digit security code	<input type="text"/>	<input type="text"/>	<input type="text"/>	Name as appears on card										<input type="text"/>

If your employer is paying for the course fees, please complete the below section.

Company Name	<input type="text"/>		
Address	<input type="text"/> <input type="text"/>		
Manager Name	<input type="text"/>	Contact No	<input type="text"/>
Email Address	<input type="text"/>	Purchase Order	<input type="text"/>

DECLARATION

The total cost of the course(s) is £ (incl. VAT) and the full balance is included to secure my place.

I have read and accept the General Terms & Conditions on page 3.

Signature	<input type="text"/>	Date	<input type="text"/>
-----------	----------------------	------	----------------------

Technical Essay Writing Preparation

Course Dates & Prices 2018

Please tick the box corresponding with the essay preparation module(s) that you wish to book.

Please note we will not be able to examine you if you have taken a previous exam (in the same module) within 90 days.

If you have attempted any of the exams that you are booking before **NOT AT LRTT**, tick here

Month	Module	Start Date	End Date	Exam Date	B1 or B2?	Book ✓
April	M9	3 rd April	3 rd April	4 th April	<input type="checkbox"/>	<input type="checkbox"/>
	M7	4 th April	4 th April	5 th April	<input type="checkbox"/>	<input type="checkbox"/>
	M10	5 th April	5 th April	6 th April	<input type="checkbox"/>	<input type="checkbox"/>
October	M9	2 nd Oct	2 nd Oct	3 rd Oct	<input type="checkbox"/>	<input type="checkbox"/>
	M7	3 rd Oct	3 rd Oct	4 th Oct	<input type="checkbox"/>	<input type="checkbox"/>
	M10	4 th Oct	4 th Oct	5 th Oct	<input type="checkbox"/>	<input type="checkbox"/>

PDF Notes will be sent once full payment has been received.

IT IS ESSENTIAL THAT YOU READ THROUGH ALL THE COURSE NOTES PRIOR TO ATTENDING THE ONE DAY TECHNICAL ESSAY WRITING PREPARATION AND EXAMINATION.

We expect all students to of completed the full Module and multi-choice examination before attending these technical essay writing courses.

Please note that Instructors do not pre-empt the examination questions.

Guidance on essay construction and various assignments appropriate to the subject module are given however; these assignments cannot be guaranteed to cover the actual examination questions.

Course fees are non-refundable or transferable.

Module	Brief Description	Module Price (excl VAT)	Module Price (incl VAT)
M7	Maintenance Practices	£151.00	£181.20
M9	Human Factors	£151.00	£181.20
M10	Aviation Legislation	£151.00	£181.20

Please note that all courses are subject to VAT at the current rate and this will be added at the time of booking.

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to all services provided by LRTT Limited to its Customers. Customers' own terms and conditions are not applicable.

1. Commencement of Contract

- 1.1. In the case of customer-specific services, LRTT will issue a written offer (hereinafter the Offer) upon preliminary negotiations with the Customer. The Offer will contain a service description and an acceptance form which, together with these General Terms and Conditions, will comprise the sole and entire Contract between the parties. The Contract will be legally binding when the acceptance form is signed by duly authorised signatories of each party.
- 1.2. In the case of open or online training courses, acceptance of contract is effected by the Customer returning to LRTT a deposit (varying from 10% to 100% of the full course price depending on the course) and a signed and completed registration form (containing all relevant elements); or by the Customer fully completing the online registration and payment process. By completing either registration process, the Customer is acknowledging that he/she has read, understood and accepted these General Terms and Conditions which, together with the training description and registration documents, comprise the sole and entire Contract between the parties. Upon receipt by LRTT of the completed registration form and deposit, LRTT will issue a letter of confirmation, setting out the details of the course and training facility, and, where applicable, will enrol the Customer on the relevant online training courses through the LRTT Learning Management System (LMS).

2. Service Specifications and Requirements

- 2.1. In the case of open and online training courses, the service specifications and requirements are stipulated in the training description.
- 2.2. In the case of examination services, courseware material licensing and all other services provided by LRTT, the specifications and requirements will be contained in the Offer.
- 2.3. The Customer is responsible for:
 - Compliance by it and, where applicable, by its staff, agents, officers and training participants, with all applicable laws and regulations and all of the terms and conditions contained in the Contract;
 - Compliance with any requirements for training participants' qualifications (the requirements for participation are set out in the training programmes);
 - Compliance with all relevant safety and accident prevention rules applicable for training within LRTT.
- 2.4. With the exception of online training courses, services will be provided at LRTT's premises in the UK or at another location as agreed with the Customer. Daily schedules of training will correspond with the customary working hours of LRTT unless otherwise agreed upon in writing. LRTT is responsible for providing the services and reserves the right to engage the services of duly qualified third parties to perform the services either partly or wholly on behalf of LRTT. In all circumstances, certification will be effected by LRTT.
- 2.5. If successful completion of the training requires any test or examination, the test or examination will be conducted in accordance with applicable LRTT rules. LRTT does not warrant that the participant will reach the intended training level, nor does LRTT warrant that a participant will pass any tests or examinations.

- 2.6. With respect to examinations, in accordance with Part 66 Appendix II (Basic examination standard) Item 1.13, the training participant shall confirm in writing to the approved maintenance training organisation or the competent authority to which they apply for an examination, the number and dates of attempts during the last year and the organisation or the competent authority where these attempts took place.

3. Copyright in Licensed Material

- 3.1. Ownership of copyright in material provided by LRTT, including but not limited to courseware, training documentation, procedural know-how, working documents, software and manuals (hereinafter the Licensed Material), and any and all modifications, adaptations or improvements thereof, remains with LRTT.
- 3.2. The Customer warrants that it will not copy, reproduce, distribute, lend, resell or sub-license the Licensed Material, provide access to the Licensed Material to any third parties, or use the Licensed Material out of the scope of the agreed services, without LRTT's prior written consent.
- 3.3. It is further understood and agreed that monetary damages would not be a sufficient remedy for any breach of copyright and that LRTT shall be entitled, in addition to all other remedies available in law or equity, to equitable relief, including injunction, as a remedy for any such breach.

4. Termination of Contract

- 4.1. *Termination of Contract by the Customer*
 - In the case of training courses, LRTT may at its discretion charge a cancellation fee in accordance with the following table:

Full days between receipt of cancellation notice and start of course	Cancellation fee as percentage of the Contract price
0-4	100%
5-29	80 %
30-59	50 %
60-89	30 %
90-179	10 %
180 and more	None

- For all other services contracted in accordance with clause 1.1, the Customer may terminate the Contract by giving 30 days' written notice to LRTT. Any costs incurred by LRTT in preparation of the agreed service will be charged to the Customer but will be limited to a maximum of the Contract value.
- 4.2. *Termination of Contract by LRTT*
 - Where LRTT has declared a specific training programme to be subject to a minimum number of participants and the minimum number is not reached, LRTT will notify the Customer at least two weeks before the course start date of the cancellation of the course and any training fees paid by the Customer will be refunded. Any other claims will be excluded.
 - For all other services contracted under clause 1.1., LRTT may terminate the Contract by giving 30 days' notice to the Customer. In this case, LRTT shall provide the Customer with a refund for any services that have not been delivered by the end of the notice period.
 - 4.3. *Termination of Contract by either party.* Either party is entitled to terminate the Contract immediately by giving written notice to that effect to the other party where:

GENERAL TERMS AND CONDITIONS

- The other party breaches a material provision of the Contract and fails to remedy it within a reasonable time of receiving such notice;
- The other party is unable to, or refuses to, pay its debts generally as they become due or commits an insolvency event (namely that it becomes insolvent, has a receiver appointed, has an order or resolution made to wind it up, enters into any arrangement or composition with its creditors, passes a resolution to cease trading or actually ceases trading, or is dissolved or declared bankrupt).

4.4. If the Contract is terminated for any reason other than a material or un-remedied breach by the Customer, LRTT shall continue to provide the services during the notice period, subject to payment of any current fees under the Contract by the Customer.

4.5. On termination of the Contract for whatever reason, the Customer will stop using any Licensed Material and will delete any version and copies of the Licensed Material from its computer systems; or deliver the Licensed Material and all copies of it to LRTT if LRTT has so demanded in lieu of any destruction.

5. Non-Performance and Delay

5.1. If, due to a *force majeure* or other reasons beyond LRTT's reasonable control, the services cannot be performed on or by the agreed date, or can only be performed with unreasonable economic effort, LRTT shall use reasonable endeavours to perform, continue or, if necessary, reschedule the services but otherwise shall have no liability to the Customer. The same applies in the event of illness of a trainer. Notification will be made without undue delay.

5.2. The Customer may terminate the Contract without any cancellation charge if, due to the delay, the service is no longer of interest for the Customer. In the case of such termination, any fees paid by Customer for services that have not been provided will be refunded. Any other claims shall be excluded.

6. Prices, Invoicing and Terms of Payment

6.1. The applicable prices for the different training courses and services are set out in the registration form or in the Offer. All prices quoted are in GBP and are exclusive of applicable value added tax and other taxes or fees, which will be charged to the Customer. Prices do not include the Customer's travel or incidental expenses for which the Customer will be wholly responsible.

6.2. In respect of training courses, an invoice will be raised upon receipt by LRTT of the registration form and deposit in accordance with clause 1.2. Full payment for training courses must be received in GBP, without deduction, at least 4 weeks before the commencement of the course unless otherwise agreed with LRTT in writing. If the course is due for delivery within 4 weeks of registration, the total fee payable is due at the time of registration. Failure to pay will invalidate the registration.

6.3. In respect of other services contracted under an Offer, invoices will be issued in accordance with the invoicing plan stipulated in the Offer. Payment is due in full, without the right of set-off, within 30 days of the invoice date and shall be made in GBP at the Customer's cost and risk.

6.4. Any payment not effected when due will carry interest at one per cent (1%) per month and LRTT reserves the right to terminate immediately the services until payment has been received.

7. Limitation of Liability

7.1. All warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from this Contract.

7.2. Nothing in this Contract shall limit or exclude the liability of LRTT for death or personal injury resulting from its negligence, or fraud or fraudulent misrepresentation.

7.3. Subject to clauses 7.1 and 7.2, LRTT shall not under any circumstances be liable for any direct loss of profit or any special, indirect or consequential loss, costs, damages, charges or expenses (including but not limited to loss of goodwill, loss of business, loss of anticipated profits or savings) arising out of or in connection with the Contract.

7.4. LRTT's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with performance or contemplated performance of this Contract shall in all circumstances be limited to the total of the sums paid under this Contract in the preceding 12 months.

7.5. The Customer agrees to indemnify and keep LRTT indemnified against any claims or damages including costs of dealing with the same arising out of or in connection with the Customer's negligence, misrepresentation or failure to perform its obligations under the Contract.

8. Confidentiality

8.1. Confidential Information shall mean any proprietary or confidential information about the disclosing party's business, personnel or activities. Such information shall include but not be limited to all data, materials, products, technology, computer programs, specifications, manuals, business plans, financial information and other information that could reasonably be deemed to be of a proprietary or confidential nature.

8.2. The parties will not disclose to any third party any confidential information belonging to the other party (or any associated company of that party) that it has acquired as a result of this Contract, except if required by law or where such information is in the public domain through no fault of that party.

9. Applicable Law, Place of Jurisdiction

This Contract shall be construed in accordance with and governed by the laws and courts of England and Wales.

10. General

10.1. Neither party can assign the benefit or the burden of the Contract without the prior written consent of the other party.

10.2. Any variation of the Contract must be in writing and signed by authorised signatories of both parties. In the event of a discrepancy between the terms and conditions contained in this document and the Offer, those contained in the Offer shall prevail.

10.3. This Contract supersedes all agreements previously entered into by the parties in respect of the business described. Neither party has relied upon any statement or representation made by the other in agreeing to enter into this Contract.

GENERAL TERMS AND CONDITIONS

- 10.4. The waiver by either party of any of its rights under the Contract arising from any breach of the Contract by the other party will not constitute a waiver of any subsequent or continuing breach.
- 10.5. Any provision or clause of the Contract rendered void does not invalidate the Contract or render valueless any other provision or clause within the Contract.
- 10.6. Any notice under the Contract shall be in writing and sent to the addressee at the last known address, fax number or electronic mail address, in the case of mail, by registered post; and shall be deemed to have been received, in the case of post on the date the registered post is signed for, in the case of fax on the date of transmission, and in the case of electronic mail on the date electronic confirmation of receipt is received by the sender.
- 10.7. The relationship between LRTT and the Customer is that of independent contractors. Nothing in this Contract is intended to create, or shall be construed to create, an employer-employee, co-employer, partnership or joint venture relationship between the parties.