

PART B: VALUE ADDED TAX (VAT)

Overseas training – Pivotal Development Partners Ltd complies with value-added tax VAT regulations. In most cases, for overseas visitors coming from Nigeria and other parts of the world for trainings Value Added Tax (VAT) will be applied to the course fee, where applicable, local taxes will be charged at the current rate.

PART C: DECLARATION AND ACCEPTANCE OF TERMS

To be completed and signed by the applicant

I confirm that I have received approval from my organisation and/or sponsoring authority for my attendance on this training course. If accepted, I understand that Pivotal Development Partners Ltd may remove me from the course if my behaviour is considered unreasonable. If my stay during this course within or outside of my country or the country in which the course is being conducted is conditional upon obtaining a visa, all necessary arrangements for obtaining visas are my responsibility. I confirm that I will comply with all applicable conditions.

My organisation and/or sponsoring authority are responsible for making payment of all course fees and other amounts due and payable to Pivotal Development Partners Ltd Payment will be made in advance, and I understand that Pivotal Development Partners Ltd may refuse admission if payment has not been received before the start of the course. I and/or my organisation and/or sponsoring authority will be responsible for meeting all travel and accommodation costs necessarily incurred.

I agree that in making arrangements for the provision of courses, Pivotal Development Partners Ltd exercises all reasonable skills, care and diligence, but does not accept liability for loss or damage caused to my organisation or I should the course be cancelled, postponed or rescheduled for any reason outside the direct control of Pivotal Development Partners Ltd

I hereby indemnify Pivotal Development Partners Ltd in respect of all costs, charges and expenses arising in connection with any action, suit, claim or demand brought by any third party as a result of any act or omission by my organisation or I.

I understand that once this application has been accepted, it constitutes a firm booking and that the following cancellation policy applies:

Cancellations - All cancellations must be made in writing. For cancellations received up to 20 working days (4 weeks) prior to the start of the course, Pivotal Development Partners Ltd will refund 100% of the course fee to the authority invoiced*. Cancellations received after 20 working days (4 weeks) before the start of the course will be charged the full course fee. If I fail to attend the course, the whole course fee will be charged. Tuition fees paid are non-refundable except as outlined in the above cancellation terms.

Substitutions – Should I be unable to attend, Pivotal Development Partners Ltd will accept a substitute prior to the start of the course on the same terms without penalty, if approved in writing by the booking organisation.

I understand that if I have been refused a visa or entry to the country of course delivery, options will be provided to transfer to a later scheduled course date. The course fee will only be refunded, provided the following conditions are met:

- I provide Pivotal Development Partners Ltd with the original letter issued by the British High Commission/Embassy or relevant authority confirming the refusal of visa.
- I have not appealed against the refusal of visa. If an appeal has been lodged, the fees will be refunded only upon receipt of documentary evidence that the appeal has been dismissed.
- Pivotal Development Partners Ltd Joining Instructions and receipt of fees paid are returned in original form.

* I understand that any refund request that meets the terms and conditions above will be made to the organisation/authority invoiced by bank transfer, not to individuals.

Copyright - All course materials are copyrighted and may not be reproduced without prior permission in writing from Pivotal Development Partners Ltd

Details of Head of Training / Person responsible for overseas training in your organisation:

Name _____

Title _____

Email Address _____ Telephone number _____

Please state who will be responsible for payment of the course fee:

If sponsorship has been obtained / requested, please give details: _____

I confirm that I have read and accept the above terms and conditions:

Signature of applicant _____ Date _____

Official Stamp of Government Ministry/Statutory Authority/Organisation (if required)