



Proprietor: Roger C. Morrison, MSyI

**Course Booking Form**

**Personal Details**

Full Name	
Date of Birth	
Passport #	
Address (inc Post Code)	
E-mail	

**Course(s) Required (tick as required)**

<b><u>Title</u></b>	<b><u>ELCAS</u></b>	<b><u>Self Funding</u></b>
ISPS Ship Security Officer (SSO)		
ISPS Company Security Officer (CSO)		
ISPS Port Facility Security Officer (PFSO)		
ISPS Combination (SSO/CSO/PFSO)		
STCW '95 Basic (4 elements)		

Data Protection

All personal details are kept confidential and are not used for marketing purposes. Details will not be provided to third parties except the MCA and TRANSEC for audit purposes and to sub-contracted trainers, purely for registration purposes.

Terms and Conditions

By signing below you agree to the SecureScot standard terms and conditions which should be read prior to any booking. An invoice will be sent for each course on receipt of the booking form.

**Signed** ..... **Date** .....

Please return completed form by post to:  
SecureScot, Suite 14K, Schoolhouse, Binnie Street, Gourock PA19 1JS  
or by e-mail to:  
[info@securescot.com](mailto:info@securescot.com)

**Terms and Conditions for SecureScot Training Courses**  
**(Please Read Carefully)**

**1. Course bookings**

Bookings may be made by email, website contact, letter or phone. Telephone bookings must be confirmed in writing upon request.

- a. Bookings will be regarded as provisional until the full course fee has been paid. Provisional bookings will only be held for 4 weeks and will not be held at all when the course is full.
- b. Essential information and course instructions will be sent to the delegate on receipt of registration fee / valid purchase order.
- c. Delegates will be required to complete a registration form, on day 1 of the course which will include information regarding their current role, together with any previous experience. All information provided will be treated in confidence and will not be shared with any other party except auditors of the MCA or TRANSEC.
- d. The course fee covers training, course materials, certificate, lunch and refreshments during the day. Travel and Accommodation is the responsibility of the delegate and is not included in the price of the course.

**2. Payment terms**

Payment for of the course is accepted by cheque or BACS electronic transfer. (BACS information on invoices). Cash arrangements can be made by prior agreement.

- a. Cheques to be made payable to SecureScot and sent to SecureScot, Suite 14K, Schoolhouse, Binnie Street, Gourrock PA19 1JS. Please include the course name and invoice number on the back of the cheque (if applicable).
- b. Payment needs to be made 30 days from the date of invoice or prior to the course start date, whichever is sooner.

**3. Credit terms**

Our standard credit terms for account customers are 28 days from date of invoice. Please contact us if you wish to set up a credit account.

**4. Transfers**

Should circumstances mean that you need to transfer to another course; the following charges will apply, dependent on notice give and availability of courses:

More than four weeks prior to the course start date:	No charge
Two to four weeks notice given:	25% of the course fee
Less than two weeks notice given:	50% of the course fee

All transfers must be taken within a period of six months.

**5. Cancellations**

Should circumstances mean that you have to cancel your course the following charges will apply

Days notice of cancellation prior to the commencement of the training courses / % of charges to pay:

30 working days plus	0%
29-15 working days	20%
15-5 working days	50%
5 working days or less	100%

A substitute delegate may be provided at no additional cost.

Notification of any cancellation or transfer must be made in writing to SecureScot at the company e-mail address [info@seurescot.com](mailto:info@seurescot.com)

SecureScot reserve the right to cancel any course that does not meet the minimum student requirement. Where this occurs, students with provisional bookings will be offered an alternative course or their fees refunded.

**6. Non-attendance**

If you do not attend a course, and you have not previously informed us, the full course fee remains payable.

**7. Late arrivals/missed sessions**

If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.

**8. Unforeseen circumstances**

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid will be offered.

**9. Variation**

SecureScot reserves the right to make appropriate changes to the course timetable and content or to cancel a course due to unforeseen circumstances and liability shall be limited to either a free transfer to another course date or a full refund of fees paid.

**10. VAT**

All course fees are subject to the current VAT rate.(valid exemptions only).

**11. Copyright**

a. It is acknowledged that all intellectual property rights, including copyright, remain the sole property of SecureScot and/or Maritime Security Solutions Ltd and any copies made of course materials will be an infringement of copyright unless agreed in advance and in writing by SecureScot.

b. All information provided by SecureScot is given in best faith and SecureScot will not be held responsible for actions taken by the Client, any other individual or organisation as a result of the information provided during the training course.

**12. Delegate Behaviour**

SecureScot expects delegates to behave in a polite and appropriate manner when attending courses. SecureScot reserves the right to exclude delegates or abandon the course in the event of disruptive, abusive or threatening behaviour by an individual or group of delegates. In such an event, no refund will be payable to the excluded delegate(s) or their organisation.