

High Intensity Training on Environmental Management Systems for Enhanced Performance from ERM CVS

Registering for ERM CVS' training courses

Instructions: To enrol in one of our courses, please email the completed booking form to sonya.petrillo@ermcvs.com

Course Fees: The fee includes costs for the meeting space, refreshments, lunch, course materials package, tuition fees and costs for issuance of certificates. **Attendees are responsible for making and paying for their hotel and travel arrangements.**

Enrolment Conditions: Course size is limited. Registrations will be accepted on a first-paid, first-served basis. This form must be completed to enrol in a course. Enrolment is not guaranteed until a completed registration form is received. The entire course fee will be invoiced on receipt of a completed registration form.

Invoicing: Please remit cheque payments to following addresses:

For courses in the United States:

ERM CVS Inc.
Attn: ERM CVS Finance
The Towers at Wildwood Plaza, 3200 Windy Hill Road SE,
Suite 1500W, Atlanta, GA 30339

For courses outside of the United States:

Accounts Department
ERM CVS Ltd.
Exchequer Court, 2nd Floor
33 St Mary Axe, London EC3A 8AA
VAT registration 404 6180 80

Credit Cards: If paying by credit card, *please note that we **NOW** accept **American Express.***

Cancellation Policy: ERM CVS will charge for cancellations as follows:

- **25% of course fee for cancellations within 6 weeks of start date of the course.**
- **50% of course fee for cancellations within 4 weeks of start date of the course.**
- **75% of course fee for cancellations within 2 weeks of start date of the course.**

Refund Policy: Depending on booking levels, we add to and amend this schedule from time to time. Please note that registration at any of our sessions is not a guarantee until the sessions are confirmed. Some sessions are at times cancelled due to insufficient booking. **ERM CVS liability for cancelled sessions is limited to refund of the tuition.**

Certificates: Certificates of participation/completion will be awarded depending on course type and the requirements of accreditation bodies, where relevant.

Which Course Are You Registering For:

Course Name:

Date / Location

I Agree to Terms on this page:

Name:

Date:

Participant's Information:

Name of Participant:

Title:

Company:

IEMA Member – yes or no?

Telephone:

Facsimile:

E-mail:

Billing Address (Street Address 1):

Billing Address (Street Address 2):

Billing City:

Billing State/Province:

Country /Postal Code:

Mailing Address (if different):

Mailing City/State:

Mailing Country/Postal Code:

Payment Type (Credit Card, Invoice):

Reference Number (e.g., Purchase Order number):

Card Type (Visa or MasterCard) – we now accept AMEX cards:

Number (16 digit):

Card Expiration Date (mm/yy):

Card Verification Number (last 3 digits of number in signature box on back of card):

Total Transaction in US\$ or GB£:

