
Skills Licence Application

Company name (“**you**” or “**your**”):

 Contact name *(including for notices)*:

 Address:

 Telephone:

 Facsimile:

 Email address:

Term: Start date: _____ End date: _____

Description of courses/Services and rates applicable:

[Note: Insert details. E.g. course name/title, course fee, any applicable discounts etc.]

Total fees payable (excluding VAT and expenses): *[Note: Insert amount.]*

Please indicate payment method. On receipt of booking confirmation, an invoice will be issued and shall be payable within 10 Working Days.

BACS [] Cheque [] Credit Card [] Purchase Order Number _____ *(Please attach a copy)*

I confirm that I have read and accept the terms and conditions of business and the terms of this document *(please also see reverse)*.

Name: _____
(please print)

Position within Company or
 Job Title: _____

Signature: _____

Date: _____

1. Terms and conditions

This document is entered into between you and QA Limited (company number 02413137) with registered office at Rath House, 55-65 Uxbridge Road, Slough, Berkshire, SL1 1SG (“we”, “us” or “our”). It should be read together with our terms and conditions of business available at www.qa.com/notices/terms-and-conditions-of-business. Together they contain legal rights and obligations which are part of your relationship with us. Defined terms used in this document shall have the same meaning as terms defined in our terms and conditions of business.

2. Payment and fees

Upon your signature of this document, we will issue you with an invoice for the total fees payable as indicated on the front page of this document. All fees are exclusive of value added tax which shall be charged at the applicable rate. All fees are also exclusive of travel, meals and other related expenses which shall be payable by you upon presentation of invoices by us. Payment is due within 10 Working Days of receipt of the invoice. Please note that you may not attend any courses and we will not provide any Services until full payment has been received. All fees are non-refundable whether or not you book any courses with us during the term which is set out on the front page of this document.

3. Bookings and prerequisites

Your unique reference number is *[insert number]* and must be quoted at the time of making a booking with us unless administered by our Project Management or Customer Service Desk resources.

For public scheduled courses you are expected to book each course at least three weeks prior to the course start date. It is your responsibility to ensure that all the course delegates meet the course prerequisites which can be found on the QA website or on the course outline and which will be confirmed on the joining instructions.

4. Cancellations by us

Where circumstances dictate we reserve the right, at our discretion, to change course schedules, change course content, discontinue courses, limit class size and cancel courses in which event we will notify you 10 days prior to the course start date. Upon such notification, you may book other available courses but we shall have no liability to you whatsoever for any changes to or cancellations of courses pursuant to this section.

5. No guarantee as to availability

We aim to offer flexibility with course bookings but we cannot guarantee availability of any individual course.

6. Attendance at courses

Once you have agreed to the terms of this document, any of your employees may attend the courses covered by this document provided that they meet the prerequisites for the relevant course (if any).

7. Cancellations by you

If the Consumer Protection (Distance Selling) Regulations 2000 apply, Client shall have the right to cancel this Agreement without any liability within 14 days of date of Agreement provided that Services have not commenced and are not due to commence in this period. Except as provided under this clause, cancellation and/or re-scheduling fees below shall apply to cancellation or re-scheduling of any course by the Client. The Company shall issue a supplementary fee invoice to Client for such cancellation and/or re-scheduling fees and this will be deducted from the balance on the Skills licence. In the event that the balance is nil a supplementary invoice will be issued to the client and is payable within 10 working days.

Public scheduled courses

Confirmed booking with agreed dates	15-11 working days before course commencement	10-6 working days before course commencement	5-0 working days before course commencement
Cancellation fee	50%	75%	100%
Re-scheduling fee	25%	50%	100%

All services other than public scheduled courses

Confirmed booking with agreed dates	20-11 working days before course commencement	10-6 working days before course commencement	5-0 working days before course commencement
Cancellation fee	50%	75%	100%
Re-scheduling fee	50%	75%	100%

8. Microsoft vouchers

You hereby authorise us to investigate whether you have any training day benefits under the Software Assurance Licence Agreement with Microsoft. This does not change the terms of any agreement with Microsoft. For more information, click here [\[insert link\]](#).

If you do not wish for QA to undertake such investigation on your behalf, please tick here

9. Variations

This document may only be varied in writing by an authorised representative of each party. Please note that no other form of contract or communication sent by you to us in relation to this document shall be deemed accepted by us except where our authorised representative expressly agrees to such contract or communication in writing.

SAMPLE