

GTIL BOOKING TERMS AND CONDITIONS

How to book

Book online at www.gi-training.com

Fax attached booking to:

00234 1 2798963

Call Client Services on:

00234 1 2700173

00234 1 2700174

00234 1 2700175

Bookings

Bookings can be made by fax, email, post or online. All bookings will be regarded as confirmed once received. Online bookings can be made via our website www.gi-training.com

Telephone Bookings

Bookings can also be made by telephone, but these bookings will be regarded as provisional. Please note that the bookings will remain provisional until we have received written confirmation.

Cancellations

A written notification of cancellation should be sent at least 14 days prior to the start of the course, should circumstances prevent the delegate from attending the course concerned. A cancellation charge may be applied pending on individual circumstances and refusal to send written notification.

Postponements and Transfers

Attendance on a course can be postponed once bookings have already been made. However, intention to postpone has to be sent in writing 14 days prior to the start of the course concerned.

Written notification is required to transfer a booking to another course. This can be applied without charge (if the course fees for both courses are identical).

Complimentary Laptops

Laptops will be provided on some of our courses. Should a delegate book on more than one course that offers a laptop, the delegate will be entitled to only one laptop at any given time within a course year. However, a limited discount can be applied to the second and subsequent courses. For all other courses without complimentary laptops; laptops can be included as an option on individual booking forms.

Payment

All course fees must be paid in full not later than 14 days prior to the start of the course (or immediately for late bookings). All payments will be received in Naira. GTIL will not be responsible for any financial shortfall if fees are changed from another foreign currency.

Other Terms

GTIL reserves the right to remove any delegate from their programme should their behaviour be deemed inappropriate by Global Training International or its partners. This will result in no refund of course fees or other expenditure incurred.

Ways of Booking a GTIL Course

By Fax

Copies of the attached booking form can be sent by fax to:
00234 1 2798963

Online

You can also book any of our courses by logging on to our website at www.gi-training.com Complete the booking form online and click the 'submit' button.

For any enquiries, please contact us by email at enquiries@gi-training.com or by telephone on:

00234 1 2700173

00234 1 2700174

00234 1 2700175

Payment Details

GTIL will require payments in Naira before the course commences.

By BACS (money transfer)

Account Name:
Global Training International Limited
Account Number:
0362 0602 9430 5001

By Bankers Draft

Drawn in Naira, made payable to **Global Training International Limited** and posted to:

Global Training International Limited
6th Floor Afrijet Plaza
Sheraton Opebi Link Road
Ikeja, Lagos, Nigeria