





Griffith College Dublin  
*Griffith Corporate Training*  
South Circular Road Dublin 8  
Telephone: +353 1 415 0400

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**Griffith Corporate Booking, Cancellation & Refund Policy:**

1. Places are allocated on receipt of registration form and payment of fees. **No booking can be guaranteed until payment is received with this form**
2. Cancellation of training must be confirmed in writing more than fourteen working days prior to the commencement of the course. Griffith Corporate Training will refund the total amount paid less a minimum administration charge of €100. Cancellation after this period will result in course fees being forfeited. Written notice should be directed to the Training Course Administrator.
3. If written cancellation is not received prior to the course, & the participant does not attend on the day(s), then the participant or the Company are liable for full course fees.
4. Transfer of course registration more than five days prior to course commencement will be subject to an administration fee of **€50**. Written notice should be directed to the Training Course Administrator.
5. If a participant cannot attend, a substitute can attend in their place. Written notification is to be directed to the Training Course Administrator.
6. Griffith College reserves the right to change any of the details given in any course brochure.
7. Griffith Corporate reserves the right to cancel or postpone a course in the event of unforeseen circumstances or insufficient numbers.
8. If a course is cancelled participants will be booked onto the next available course.
9. Exam fees are not included in course fee. Date of birth is required for registration of all online exams.

**Griffith Privacy Policy:**

Griffith Corporate is committed to protecting your privacy & the confidentiality of information provided to us. The information you provide is necessary for the processing of your registration & updating your current records with us. The information will be used to contact you regarding registrations & cancellations, a range of current & future development opportunities, & other prospective events that may be of interest to you. Participants may opt out of receiving marketing material by contacting the Griffith Corporate Training Course Administrator & requesting to 'unsubscribe' Phone: 01-415 0400.

I certify that the information on this Registration Form is correct and complete to the best of my knowledge and hereby undertake to comply with all regulations of Griffith College.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only:

**Student No.**