

With this form you can sign up for our training modules. At our well-equipped training location in Waddinxveen training is scheduled every Tuesday. Please let us know the date (Tuesday) of your preference. On request, training sessions will be available in other languages. You are welcome to discuss options upon registration. After registration you will receive the order confirmation and invoice. The invoice should be paid within 10 days prior to commencement of the training. After receipt of payment your registration is final. Below please fill out the company details, the participants' details and selected training. If you have any further questions or if you are interested in a customized training programme please do not hesitate to contact us.

Code	Training	Price €	Location	Time	Day	Lunch
1	VCA: Using Twin Ferrule Fittings	545,00 p.p.	Waddinxveen	8.30 - 16.00 hr	Tuesday*	yes
2	Swagelok Tube Fitting Installation	435,00 p.p.	Waddinxveen	8.30 - 16.00 hr	Thursday*	yes
3	Swagelok Tube Bending	435,00 p.p.	Waddinxveen	8.30 - 16.00 hr	Thursday*	yes
4	Swagelok Tube Fitting Installation Inspection	325,00 p.p.	Waddinxveen	8.30 - 12.00 hr	Thursday*	--
Each training includes training material and -book. Stated prices are exclusive of Dutch VAT. * Other days are possible.						

Company name :		Contact person :	
Postal address:		Title :	
Postcode and city :		Email address :	
Phone number :		Order number :	

Information participant(s):							
	Initials	First name	Last name	m/v	Date / City / Country of Birth	Code	Date of choice
1							
Email address:					Previous VCA-number* :		
2							
Email address:					Previous VCA-number* :		
3							
Email address:					Previous VCA-number* :		
4							
Email address:					Previous VCA-number* :		
5							
Email address:					Previous VCA-number* :		
6							
Email address:					Previous VCA-number* :		
7							
Email address:					Previous VCA-number* :		
8							
Email address:					Previous VCA-number* :		

* Please find your previous VCA number (if available) on <https://www.vca.ssvv.nl/>
It is required for every participant to have the VCA Base / Complete course registration.
This registration form includes the Swagelok training terms and cover all important information pertaining to registration/confirmation/cancellation.



Sign up

- To sign up for a training please complete and return the registration form.
- After receipt of your completed registration form, you will receive our order confirmation and invoice.
- The participation fees must be paid no later than 10 working days prior to commencement of the training. After receipt of payment your registration is finalised.
- Failing to pay the amount due on time entitles Swagelok Nederland to deny attendance, such without prejudice to the right to demand full or partial payment of the amount due as yet.
- Every participant should be at least 18 years old upon commencement of the training.
- By completing and returning the registration form the client confirms having read and accepted the training terms of Swagelok Nederland.

What you need prior to commencement of the training

- The participant is to present a valid ID upon commencement of the training in connection with the exams. Also, the participant shall submit a copy of the ID to the examiner prior to commencement of the training sessions (in case ID cards or driving licenses are submitted please include a copy of the backside as well).
- For the practical part having the following protective equipment is obligatory: overall, safety shoes and safety goggles.

Intellectual property

- Swagelok Nederland reserves the right to pursuant to the Copyright Act.
- All documents Swagelok Nederland provided to the participants, including brochures, training material, manuals, sheets, syllabi and other written material used during the training programme are exclusively meant for the participant and shall not be multiplied, disclosed or shared with third parties without the prior consent of Swagelok Nederland.
- Making audio recordings during training sessions is not allowed.
- Photography and filming: video recordings during training sessions is permitted at certain times.

During training sessions Swagelok Nederland may take pictures, make movies and sound recordings. This material remains property of Swagelok Nederland at all times. Swagelok Nederland has the right to use this material for its own (communication) purposes.

Cancellation

- You may cancel by telephone or email.
- You may cancel up to 10 working days prior to commencement of the training, in which case € 95 per person will be charged for administrative expenses.
- If you cancel between 6 and 10 working days prior to commencement of the training 50% of the participation fees will be charged per person.
- If you cancel less than 6 working days prior to commencement of the training 100% of the participation fees per person will be charged.
- In the event of cancellation beforehand the participant shall have the right to have a person replace him who meets the admission requirements. Provided cancellation takes place up to 10 working days prior to commencement of the training.
- In case of No-Show 100% of the participation fees will be charged per person.

Alterations

Swagelok Nederland reserves the right to cancel training prior to commencement, in which case participants are to receive the entire fee and also they will be offered an alternative date.

Liability

Swagelok Nederland shall not be held liable for damage to the property of the client and third parties nor for any other damage, including trading loss and consequential loss if this loss is related to (travel from and to) the training location or to the content of the training. The client indemnifies Swagelok Nederland against all claims by third parties in this respect.

General

Our General Terms and Conditions can be downloaded from our website. A copy will be sent to you on request.

