

EARTHWORKS, DRAINAGE & OFF-TRACK ENGINEERING COURSE BOOKING FORM

Delegate Details

Name	
Email	
Mobile	
Home address	
Company	
Job title	
Dietary requirements	
Specific requirements e.g., access, audio, learning	
How did you hear about this course?	

We aim to cater for every circumstance. If you have any individual requirements, please contact us as soon as possible and we will liaise with you to ensure that, as far as possible, your needs are met.

Emergency Contact Details

Name	
Email	
Mobile Phone	

Payment Details

Payment method	Invoice	Credit Card	Other
PO number (if applicable)			
Billing contact			
Billing address			
Billing email			

COURSE BOOKINGS			ACCOMMODATION	
	FORMAT	COST	SUNDAY NIGHT	MON - THURS NIGHT
18 – 22 May 2026	In-person	£1245	£100	£545
30 Nov – 04 Dec 2026	In-person	£1245	£100	£545
TOTAL				
SUB TOTAL				
TOTAL				

Notes

CLASSROOM FORMAT:

- The course take place at the Derby Conference Centre and lunch will be provided.

PRICES INCLUDE:

- All course materials.
- Accommodation (Monday to Thursday nights) – single room at the venue, evening meal & breakfast.
- B&B Accommodation (Sunday night) – room & breakfast only.
- All prices are exclusive of VAT.

RETURN BOOKING FORM TO: education@railei.org

QUESTIONS: Contact us today at education@railei.org or 0300 373 6000 (opt 3)

TRAINING TERMS AND CONDITIONS V.1.1

RailEI Course Booking

Provisional bookings can be accepted by telephone or email. However, a booking is only regarded as confirmed once a booking form has been received with a valid Purchase Order number or the fee has been paid in full.

Fees

The course fee per delegate will be the fee published in the literature of the company on the date the booking is made. All fees quoted are exclusive of VAT. Delegates who do not have an open credit account with RailEI must make payment by Credit/Debit card or BACS transfer to secure their booking. Payment must be received no later than 14 days prior to the course start date or within 30 days of the date of the invoice, whichever is the sooner. Companies who hold a credit account with RailEI must settle the outstanding amount within 30 days from the date of the invoice. RailEI reserves the right to charge late payment interest on any outstanding invoice at the rate of 5% above the base rate of Barclays Bank Plc.

Cancellations by the Delegate / Refunds

Any delegate that has booked onto a RailEI Course may cancel that booking at any time up to six weeks before the course start date. Cancellations will be refunded, subject to an administration charge of £35 plus VAT. Cancellations received between 4-6 weeks prior to the course start date, will be refunded at RailEI's sole discretion and will be subject to an administration charge of £100 plus VAT. If cancellation occurs within 28 days of the course start date, the course fee becomes payable in full.

Course Transfers

RailEI course bookings can be transferred subject to the following terms:

Notice given by Delegate (prior to course start date)	Applicable fee / procedure
More than 28 days	The delegate may transfer free of charge to any other date for the same course.
Between 28 – 21 days	The delegate may transfer to any other date for the same course for £100 plus VAT per course.
Between 20 – 14 days	The delegate may transfer to any other date for the same course for £225 plus VAT per course.
Between 13 days and start time of course	Transfers are not permitted.

Cancellation of Courses by RailEI

RailEI will endeavour to run all published courses and any changes to course dates or times will be notified as soon as possible. In the very rare event that a course is cancelled, RailEI will book the delegate onto the delegate's choice of a future date for the same course. RailEI shall not be liable for any additional costs where a course is cancelled or cannot take place. For this reason, delegates are encouraged not to book travel more than two weeks prior to any course date.

Registration Information

Registration information for each course and for the examination, including directions to the venue and timings, will be sent to the delegate by email at least 7 days prior to the event. RailEI will not be responsible for the non-arrival of registration information. Any delegate not receiving the registration information by 7 days prior to the event should contact us at education@railei.org or on +44 (0)300 373 6000 (opt 3).