



Delegate Introduction Letter

Dear Delegate

UTCFS welcomes you to a wonderful and exciting learning experience!

To maintain high standards, we need to establish common ground with regards to our mutual responsibilities. Included in this introductory letter are Rules and Regulations & the Terms and Conditions of Registration.

Rules and Regulations:

- Classes start promptly at 09:00. Please ensure you are seated before the class starts.
- Smoking is allowed in the designated areas only
- Cellular phones must be switched off during class
- Delegates working alone in classes will be held responsible for any losses
- No eating or drinking in the class
- Sign the attendance register on arrival
- Complete your evaluation form after your training has finished

Terms and Conditions of Registration:

- The quoted price will include the following items:
 - Access to a fully functional computer, which remains the property of UTCFS
 - Software needed for the course will be installed on the computer you use
 - Training Material and additional printed training notes where necessary
 - Coffee, tea and water
 - Open air parking
 - Class requirements e.g., equipment and tools (if applicable), white board etc.
- Items that are not included in the price are:
 - Other textbooks than the current one in use for the particular course
 - Stationery e.g. pens, pencils, notepads, computer disks or CD's for personal use etc.
 - Telephone calls, Internet access and Photocopies
 - Transport to and from UTCFS
 - Accommodation during the course
- UTCFS will not be liable for any theft, damage or injury taking place on UTCFS premises

In the event where the above information is not sufficient or clear, please ask the Technical Support Manager to clarify any uncertainty before signing receipt of this document. UTCFS will not be held responsible for any claims falling within the boundaries of this notice.

Delegate Name & Surname

Delegate Signature

Date