



# Safetyboss Booking Form



: To secure your reservation for any of the courses listed, please complete the booking form in BLOCK CAPITALS.

## 👉 Delegate details:

Name:

Organisation / Job title:

Date of birth:

Address (home):

Telephone (home):

Telephone (work):

Mobile:

Email:

## 👉 Course details:

Title of course:

Course date:

## 👉 Payment details: please fill in your payment details.

I enclose a cheque for £

(payable to Safetyboss)

Purchase order number

(if applicable)

Invoice address:

Signature:

Date:

Special requirements:

\*By signing this form you agree to abide by the terms and conditions overleaf.

Within 14 days of the receipt of both the completed booking form and cheque, you will be sent formal confirmation of your placement.



### 👉 Course Booking

Bookings may be made by e-mail, via web site, fax, letter or telephone. Please quote purchase order number where applicable.

### 👉 Payment

Payment should be made prior to the course start date or in advance with the booking, unless special credit terms have been agreed.

### 👉 Transfers

Should circumstances mean that you need to transfer a delegate to another course or substitute one delegate for another, the following charges will apply dependent on notice given:

More than 4 weeks prior to course : No charge  
2 – 4 weeks notice given : 25% of course fee  
Less than 2 weeks notice given : 50% of course fee

All transfers must be taken within a period of 6 months from the original course date.

### 👉 Cancellations

Should circumstances mean that you need to cancel a course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

More than 4 weeks prior to course : No charge  
2 - 4 weeks notice given : 50% of course fee  
Less than 2 weeks notice given : Full fee – no refund

### 👉 Non-attendance

If you do not attend a course, and have not previously informed us, the full course fee remains payable.

### 👉 Late arrivals/missed sessions

If you miss a course session, all course notes will be made available for the next course session.

### 👉 Unforeseen Circumstances

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

### 👉 VAT

All course fees are subject to the current rate of VAT (valid exemptions apply).

### 👉 Distance Selling Regulations 2000

We abide by the applicable elements of the Distance Selling Regulations 2000.

### 👉 Guidelines for Students and Employers

It is the employer's responsibility to ensure that students are free from any condition which would affect their capability to undertake their chosen course, and that they have the aptitude to cope with an intensive course of study. We welcome candidates with disabilities but it remains their employer's responsibility to ensure that they are appropriately supported in their workplace.