

Contact Details

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| Booker's name: | Company name: |
| Telephone: | Email: |
| Postal address: (for certificate) | PO number: (if required) |
| | Invoice address: (if different) |
| | |
| | |
| Postcode: | |

Course Details

| Course title | Dates | Start time* | No. candidates | Course fee |
|-------------------|-------|-------------|-------------------|------------|
| | | 9am 1pm | | £ |
| Candidate(s) name | | | VAT @ 20% | £ |
| | | | Total Cost | £ |

* If a start time is not specified, we will choose and confirm with you once your booking has been processed.

Payment Methods

NOTE: If accepting a discount you **MUST** provide card details to make payment immediately.

Card Card number: Expiry date:

CVS: Postcode: (card is registered to) Name on card:

or Electronic bank transfer If paying by electronic bank transfer please use your company name as the reference.
Please make payment to: **Courtley** Account Number: **10111530** Sort Code: **16-24-06**

Payment ref: (Use company name) Date of payment:

Terms and Conditions

Bookings

Your booking will be accepted and confirmed, in writing, upon receipt of a satisfactorily completed CHS Training Booking Form, which identifies all required information, and you will be invoiced for payment. Unless stated otherwise, payment is due within 14 days of the invoice date. Training courses are confirmed to run 7 days prior to commencement, this is referred to as the Confirmation Point hereafter. Joining Instructions, including directions, are emailed to the individual named as the Booker on this form at the Confirmation Point. If the Booker is not the Candidate, the Booker is responsible for ensuring Joining Instructions are communicated to the Candidate(s). Customers who make full use of credit terms should note that non-payment at the end of a course will delay submission of Candidate paperwork. The Candidate(s) will not receive certification in any instance until payment is received in full. Until full payment is received, we reserve the right to resell your place(s) at any time, without providing notice.

Discounts

If a discount offered by Courtley is accepted, payment is required at the time of booking. Payment can be made by credit/debit card, Faster Payment or cash. If confirmation of your intended payment method is not provided on the CHS Training Booking Form, an invoice for the standard (undiscounted) cost of any place(s) booked will be issued at the course Confirmation Point and unless stated otherwise, payment is due within 14 days of the invoice date.

By completing and submitting this CHS Training Booking Form you are confirming your acceptance of the terms set out above and that your Candidate(s) is physically fit and does not have any medical conditions that would affect their ability to safely participate in any practical elements of the course booked for them. We reserve the right to cancel or reschedule training at any time. **If you have any questions about our Training Booking Conditions, please do not hesitate to contact us.**

Cancellations

Individual places can be transferred from one course to another, of the same or higher monetary value (the difference in price will be due to Courtley immediately), only prior to the course Confirmation Point. Transfers are subject to a £30 administration charge. Transfers are not allowed after the course Confirmation Point. Pre-arranged substitutions will not encounter a charge, providing they are arranged before the course Confirmation Point. Substitutions may be accepted at the discretion of Courtley during the period between the Confirmation Point and the start of the course. Places cancelled after the course Confirmation Point are chargeable in full. If a Candidate is a 'no-show', arrives late, is unfit / unable to complete the course booked for them, or is refused entry for any reason, they will not complete their training and place(s) will be charged in full. If training is being delivered at a location of your choice, the venue must meet with necessary requirements, which are stipulated before the booking is confirmed. If the Trainer finds the venue to be unsuitable, the course may be abandoned and you will be charged in full.

Special Requirements

All training courses are delivered in English, we do not provide translators. If you are bringing a translator, you must inform us 72 hours prior to commencement of the course. If your Candidate(s) has difficulties reading, writing, or requires any other special assistance, you must advise us 72 hours in advance of the course starting so we can make suitable arrangements.