

UK First Aid & Safety Training Ltd – First aid Instructor’s Booking Form

<u>Candidate Details</u>	
Name:	Date of Birth:
Address:	Telephone(s):
Email:	Special Requirements:

Course Enrolling

		Please tick if enrolling
20 March 2009	Colchester, Essex	
12 June 2009	Colchester, Essex	
04 September 2009	Reading, Berks	
23 October 2009	Blackpool, Lancs	
06 November 2009	London (W3)	
27 November 2009	Colchester, Essex	

Full enrolment details will be sent once application has been received.

Payment Details

Please tick correct box – *Please supply copy of purchase order or a letter confirming payment terms of purchase invoice. Please indicate address for invoice if different from above address. **Fees: 1 Space £195.00 - 2 Spaces £350.00 - 3rd Space free**

Purchase invoice*		Non Purchase Invoice	
Invoice £195.00 for 1 person	√	Deposit of £95.00 followed balance on course day (1 person)	√
Invoice £350.00 for 2 persons		Deposit of £190.00 followed balance on course day (2 persons)	
Invoice £350.00 for 3 persons (claiming 3 rd free space)		Deposit of £190.00 followed balance on course day (3 persons)	

- **If enrolling more than 1 person please write the names of the other person below so we can apply the correct discounts for you.**

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- Please enclose with this booking form copies of the candidates HSE First Aid at Work, Trainers, Assessors qualifications (When Applicable) and if available a current CV. If unavailable at time of booking please bring them to the course.
- Please make cheques payable to our management company STS Leisure Group, we can also accept payment by BACS and CASH (its recommended not to send cash in the post).

Booking Terms & Conditions

- **Spaces clause** – Space can be revoked, cancelled or changed by UK FAST Ltd, in this event a full refund will be permitted unless the candidate or an associate of the candidate actions has caused the spaced to be revoked.
- **Cancellation clause** – if you the candidate wishes to cancel the booking more than 7 days prior to the course date then the deposit will be retained. If the candidate wish to cancel less than 7 days before the course date then the full fee will be retained. In the event the forfeited fee has not been paid then an invoice will be raised to cover the outstanding amount and will be payable in 28 days or late payment clause will apply. If UK FAST Ltd cancels or changes the course we will offer a full refund or booking on to an alternative course if available, you agree that no compensation will be paid to you in addition to the refund.
- **Payment clause** – Payment of invoices is by 28 day, an extension is available if written application is made to us and we agree it. Extensions have to be agreed prior to any courses. Non invoices will require a deposit and the remaining balance paid on the course day.
- **Late payment clause** – invoices not paid in 28 days or balanced not paid by the agreed date will occur an £25.00 penalty for each week or part week outstanding. If we have to use a recovery agent a further £500.00 will be added to the debt to cover the court costs and recovery.

I agree to abide by the terms and condition of this booking form and agree to any consequences stated in this document if I breach this agreement.

Signed:

Dated:

**Please return to: Po Box 10420, Manningtree, Essex, CO11 9AD.
(T) 01206 396464 (E) info@ukfastltd.co.uk**