

Mental Health First Aid Course Booking Form

Please complete the form and return to: info@pureworkplacewellbeing.co.uk

SECTION 1: Course details

COURSES	SELECT	DATE
Level 3 Award in Supervising First Aid for Mental Health <i>2-day course</i>	<input type="checkbox"/>	_____
Level 2 Award in First Aid for Mental Health <i>1-day course</i>	<input type="checkbox"/>	_____
Level 1 Award in Award in Awareness of First Aid for Mental Health <i>½ day course</i>	<input type="checkbox"/>	_____

SECTION 2: Delegate details

Name	
Home Address	
County	Post Code
Company Name	
Address	
County	Post Code
Work Tel	
Home Tel	Mobile
Primary email	

EQUAL OPPORTUNITES

<p>If there is anything that may affect your learning that you feel we should know about, please provide details:</p>
<p>If you have a medical condition that we should be aware of (i.e. diabetes, epilepsy, etc.) please provide details:</p>
<p>Date of Birth: (dd/mm/yyyy) _____ / _____ / _____</p>
<p>Gender (Please tick)</p> <p> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say </p>

SECTION 3: Delegate payment details

Please fill in the details below and then select a payment option. If your employer is payment for your course tuition, please go to section 4.

Contact Name	
Company Name (if applicable)	
Billing Address	
County	Post Code
County	Post Code
Primary email	Telephone

<input type="checkbox"/>	Payment has been made online
<input type="checkbox"/>	I wish to pay by Credit/Debit card
<i>Please complete the following details</i>	
Cardholder name	
Cardholder number	
Expiry date (mm/yy)	/
CVC	
<input type="checkbox"/>	Payment by BACS to: Pure Wellbeing account number 21364117 sort code 54-21-07
<input type="checkbox"/>	My employer will be paying for this course

SECTION 4: Invoice to my employer

(Please complete these details if you would like your employer to be invoiced for your course)
If your employer is payment for your course tuition, please go to section 4.

Contact Name	
Position within Company	
Company Name	
Invoicing Address	
County	Post Code
Email address	
Purchase Order No: (if required, please enclose a copy)	



Terms and Conditions

for course bookings

Bookings are made subject to the following terms and conditions as set out below:

1. COURSE BOOKINGS

Course enquiries can be made by email, post, telephone or via our website, although to book onto a course, subject to availability, you must submit a completed booking form. All bookings will be confirmed by email.

2. PAYMENT BY INDIVIDUALS

Our standard payment terms require: - a 20% deposit of the total price payable at the time of booking to hold your place and the remaining balance to be paid at least 28 days prior to the course start date or; - the full amount to be paid at the time of booking. Payment can be made by credit/debit card, or BACS. Pure Workplace Wellbeing reserves the right to cancel your course booking should payment not be received by the required due date. If payment issues arise, we urge you to contact us as soon as possible to discuss your options. You will not be able to attend the course if any fees remain unpaid by the start of the course.

3. PAYMENT BY AN EMPLOYER OR THIRD PARTY

Pure Workplace Wellbeing can request payment for the course from a third party, such as an employer on your behalf. This can be a limited company, charity or local authority. Subject to a booking form being submitted, an order being raised and the credit standing of the third party we will: - Issue an invoice with standard 30-day payment terms or; - Request the payment from the third party and confirm the course place once the payment has been received. In either case we shall inform you what action is required. The third party's details should be provided on section 4 of the booking form.

4. TRANSFERING YOUR COURSE BOOKING OR AMENDING DELEGATE DETAILS

Should circumstances mean that you need to transfer to another course or change the details of the delegate attending the course, the following charges will apply:

- Once a course booking is confirmed, transfers made **more than 28 days** prior to the course start date will incur a £25 administration fee
- Transfers made with **27 to 15 days'** notice given – 25% of the course fee
- Transfers made with **14 days or less** notice – 50% of the course fee
- To change the attendee details, once a booking has been confirmed a £25 administration fee will apply regardless of notice period given.

Fees will remain applicable for each transfer or change of delegate made. All transfers must be taken within a period of six months where possible or unless otherwise agreed.

Terms and Conditions cont.

for course bookings

5. CANCELLATIONS

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

- **More than 28 days** prior to the course start date – £25 administration fee
- **27 to 15 days** prior to the course start date – 50% of the course fee
- **14 days or less** prior to the course start date – full fee

If you have previously transferred your course from an alternative date and now wish to cancel altogether there will be a 25% administration fee payable, further to the charges listed above. Cancellation must be confirmed in writing by post or email and received by the due date.

6. FAILURE TO ATTEND/COMPLETE A COURSE

If you do not attend a course or fail to complete the course in full, the full course fee remains payable and non-refundable.

7. LATE ARRIVALS/MISSED SESSIONS/CONDUCT

If you arrive late for a course or are absent from any session, Pure Workplace Wellbeing reserve the right to mark you as failed. To conform with the requirements for regulated qualifications, attendance at all sessions is mandatory so it will be deemed that you have not met the assessment criteria if sessions are missed. If your behaviour whilst attending a course is deemed as inappropriate, including threatening behaviour, bullying, racial or sexual harassment or generally disruptive to other delegates, you will be asked to leave the course. In all such cases, whether a classroom-based course or distance learning, the full course fee remains payable.

8. CERTIFICATION

Certificates are provided for successful completion of training/assessment as appropriate and are supplied only following full settlement of course fees.

9. CANCELLATION BY PURE WORKPLACE WELLBEING

On occasions, unforeseen circumstances may require Pure Workplace Wellbeing to cancel a course or move to an alternative venue. In such circumstances you will be given as much notice as possible and the option to transfer to another course or request a full refund of fees paid.