

Courses Booking Form For FIRST AID TRAINING

Email: stevedunnett@hotmail.com

web site <https://sdsfirstaid.com>

SECTION 1: Please select from the following.

FIRST AID AT WORK	3 DAY COURSE	<input type="checkbox"/>
EMERGENCY FIRST AID AT WORK	1 DAY COURSE	<input type="checkbox"/>
FIRST AID AT WORK REQUALIFICATION	2 DAY COURSE	<input type="checkbox"/>
PAEDIATRIC FIRST AID	2 DAY COURSE	<input type="checkbox"/>
EMERGENCY PAEDIATRIC FIRST AID	1 DAY COURSE	<input type="checkbox"/>
FIRST AID REFRESHER	4 HOUR COURSE	<input type="checkbox"/>

SECTION 2: Delegate / Organisation details.

Name/ Number of Delegates _____

Home Address _____

County _____ Post Code _____

Company Name _____ Address _____

County _____ Post Code _____

Work Tel _____ Mobile _____

Primary e-mail _____

Second e-mail (if applicable) _____

SECTION 3: Payment details;

Contact Name _____

Company Name (if applicable) _____

Billing Address _____

County _____ Post Code _____

Primary e-mail _____ Telephone _____

Option 1 – I wish to pay by Credit/Debit card or Bacs:

Option 2 - I wish to pay using my saved card details ending, _____

Option 3 - I wish to pay by cheque - Cheque number; _____

Option 4 - My employer will be paying for this course (go to section 4 on page 2)



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SECTION 4: Invoice to my employer or Training provider.

Please complete these details if you would like your employer to be invoiced for your course)

Contact Name _____

Position within Company _____

Company Name _____

Invoicing Address 1 _____

Invoicing Address 2 _____

Invoicing Address 3 _____

County _____

Invoicing Post Code _____

Telephone _____

Email address _____

Purchase Order No: (if required) _____

I agree to abide by the terms and conditions. I can confirm that I have been informed about the pre-requisites in respect fees/expenses /of attending this/these course/s and can confirm that I have the appropriate knowledge of the subject of the course/s that I am Booking / Attending.

Signed _____ Print name _____ Date _____



Terms and Conditions for Course Bookings

Email: stevedunnett@hotmail.com

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

1. COURSE BOOKINGS.

Course enquires can be made by email, telephone, text, website, { <http://sdsfirstaid.com> } although to book onto a course; subject to availability; you must complete booking form. All bookings will be confirmed by email.

2. PAYMENTS BY INDIVIDUALS

Or 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 date or the full amount to be paid at the time of booking. Payment can be made by credit/debit card or transfer

SDS First Aid 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 TRAINING PROVIDER.

SDS First Aid can request payment for the course from a third party, such as an employer on your behalf. This can be a Training Provider 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. TRANSFERRING COURSE BOOKING.

Should circumstances mean that you need to transfer to another course the following **ADDITIONAL** charges will apply, dependent on the notice given:

- First transfer made more than **28 days** prior to the course start date – no charge
- Additional transfers or first transfer made with **27 to 15 days'** notice given – 25% of the course / rate fee
- Any transfer with **14 days** or less notice – 50% of the course / rate fee

All transfers must be taken within a period of six months where possible or unless otherwise agreed.

5. FAILURE TO ATTEND / COMPLETE 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.

6. CANCELLATIONS

Should circumstances mean that you must 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 – no charge
- **27 to 15 days prior** to the course start date – 50% of the course / rate fee
- **14 days or less prior** to the course start date – full course / rate 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.

7. TRAVEL EXPENSES

Fees for training at your venue more than a **20-mile radius** of the Tutor (s) residence are subject to the addition of travel expenses for the Tutor (s) at a rate of 35p per mile for each journey undertaken. Where possible the Tutor (s) will share transport to reduce travel fees.

Fees for training at a venue more than a **40-mile radius** of the Tutor (s) residence will require suitable accommodation at the cost of the client for the Tutor (s) on a basis of one night accommodation per day of training, expenses will be added to the final quotation for the provision of the Service and agreed in advance with the client.

8. LATE ARRIVALS / MISSED SESSIONS / CONDUCT

If you arrive late for a course or are absent from any session *SDS First Aid* 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, the full course fee remains payable.

9. CANCELLATION BY *SDS First Aid*

On occasions, unforeseen circumstances may require *SDS First Aid* 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.

11. CORONAVIRUS

Under the current guidance and legislation with regards to the Coronavirus pandemic, *SDS First Aid* must abide by any Government announcement made. This may result in courses being cancelled with short notice, moved to an alternative venue. In this instance you have the option to cancel your booking or to transfer to a later course, subject to availability. Under these circumstances there will be no transfer or cancellation charges applied. If you are unable to attend or complete a course due to testing positive for the virus or having to self-isolate, you must inform us of this as soon as possible and must not attend the course. **You will be asked to provide evidence of your test or self-isolation notice for any transfer or cancellation fees to be waived.**

NOTE RATES / FEES & EXPENSES

Will be revised when the Government announces the current pandemic restrictions to training are eased and under guidelines from accreditation bodies in conjunction with the UK Resuscitation council and HSE.



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