



CPD WORKSHOPS : BOOKING FORM

Sheet 1

SECTION 1 : Course details

Please complete ALL 3 sections

Please select from the following:

COURSES

Catastrophic Bleed, Airway Management and Defibrillation CPD Training

[CLICK HERE TO DOWNLOAD THE LIVE COURSE SCHEDULE](#)

1-day course £ 99 + VAT (£118.80)

LOCATION	DATE
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Assessor & Internal Quality Assurance CPD Training

[CLICK HERE TO DOWNLOAD THE LIVE COURSE SCHEDULE](#)

1-day course £ 75 + VAT (£90.00)

LOCATION	DATE
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Prices effective from 1st January 2020 with a VAT Rate of 20%

Privacy Notice

All data collected on this form will be collected, processed and stored as per FAA's Privacy Notice.

For detailed information on how personal data is stored and processed please visit www.firstaidawards.com/policies and view FAA's Data Protection Policy or email enquiries@firstaidawards.com should you have any questions.

SECTION 2 : Delegate details

Name _____

Correspondence Address _____

County _____ Post Code _____

Company Name _____ Address _____

County _____ Post Code _____

Work Tel _____

Home Tel _____ Mobile _____

Primary e-mail _____

Second e-mail (if applicable) _____

Equal Opportunities Policy: First Aid Awards Ltd is committed to improving its provision for people with disabilities and/or learning difficulties.

If there is anything that may affect your learning that you feel we should know about, please provide details below:

If you have any food allergies or special dietary requirements that we will need to advise the course venue of, please provide details below:

If you have a medical condition that we should be aware of (i.e. diabetes, epilepsy, etc.) please provide details below:

Date of Birth:(dd/mm/yyyy) _____ / _____ / _____

Sex: (Male/Female) _____





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Sheet 2

SECTION 3 : Payment details - amount payable: £ _____

Please fill in the details below and then select a payment option below. If your employer is paying, please go to section 4 on page 3.

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: **Please send me an email with a secure on-line payment link**
- Option 2** - I wish to be invoiced to my account - **Account name:** _____
Account number: _____
Purchase Order No: _____ (Please send us a hard copy)
- Option 3** - My employer will be paying for this course (Go to section 4 on page 3)
- Option 4** - Payment by cheque - No. _____ (enclosed) Please make cheques payable to First Aid Awards Ltd

I agree to abide by the terms and conditions. I can confirm that I have been informed about the pre-requisites in respect 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 attending.

Signed _____ Print name _____ Date _____





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Sheet 3

SECTION 4 : Invoice to my employer

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

Please note: Payment is due under booking Terms and Conditions at paragraph 4.

Contact Name _____

Position within Company _____

Company Name _____

Address 1 _____

Address 2 _____

Address 3 _____

County _____

Post Code _____

Telephone _____

Email address (if known) _____

Trading Style:

Sole Trader

Limited Company

Local Authority or Charity

Company Registration Number _____

Purchase Order No: (if required) _____

(Please enclose a copy)

I agree to abide by the terms and conditions. I can confirm that I have been informed about the pre-requisites in respect 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 attending.

Signed _____ Print name _____ Date _____



TERMS AND CONDITIONS FOR COURSE BOOKINGS

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

1. PROVISIONAL BOOKINGS

To register interest in a course, a provisional booking may be taken pending the return of the completed booking form. A provisional booking will not guarantee your place on the course unless a deposit has been made of at least 20% of the total course fee.

Returned course booking forms will have priority over provisional bookings.

2. COURSE BOOKINGS

In order to secure a course booking, FAA require the completion of the relevant Course Booking Form to be completed and returned by email or post along with a 20% deposit, full payment or with a pre-arranged credit facility with FAA.

3. PAYMENT TERMS

Our standard payment terms require either full payment or a 20% deposit of the total price taken at the time of booking to secure your course place unless otherwise agreed. The remaining balance will become due no later than 28 days prior to course commencement.

Where bookings are made within 28 days of course commencement, full payment will be required at the time of booking unless a credit facility is in place between yourself and FAA.

Payment can be made by credit/debit card, cheque or BACS.

4. PAYMENT BY EMPLOYER

A course place will be held as a provisional booking until credit checks have been performed. Should these be successful your course place will be confirmed and an invoice will be sent to your employer. Please quote purchase order numbers where applicable.

Our standard credit terms for account customers are 30 days from date of invoice.

Should your employer be unsuccessful during a credit check we will provide a proforma invoice and payment will be required to confirm your booking and your booking will be classed as provisional until payment has been made, please see Term 1, as above.

5. TRANSFERRING COURSES

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

- First transfer, made more than four weeks prior to the course start date - no charge
- Two to four weeks notice given - 25% of the course fee
- Less than two weeks notice given - 50% of the course fee

All transfers must be taken within a period of six months.

6. CANCELLATIONS

Should circumstances mean that you have 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 four weeks prior to the course start date - no charge
- Two to four weeks prior to the course - 50% of the course fee
- Less than two weeks prior to the course - full fee

NB Cancellation must be made in writing by post, fax or email and received by the due date.

7. NON-ATTENDANCE

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

8. LATE ARRIVALS / MISSED SESSIONS

If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skills in the time remaining. In all such cases, the full course fee remains payable.



TERMS AND CONDITIONS FOR COURSE BOOKINGS

9. CERTIFICATION

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

10. UNFORESEEN CIRCUMSTANCES

On occasions, 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.

11. VAT

All course fees are subject to the current VAT (valid exemptions only).

12. DISTANCE SELLING REGULATIONS 2000

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

First Aid Awards Ltd reserves the right to change course fees or terms and conditions at any time.