**Training Booking Form / Terms + Conditions**

***Information required Please complete this column and return***

|  |  |
| --- | --- |
| **Date booking form completed** |  |
| **Name of School** |  |
| **Full Address** |  |
| **Name of Person making booking**  **Contact details**  **Email address** |  |
| **Course Attending:** |  |
| **Date(s) of Course:** |  |
| **Location:** |  |
| **Name of Delegate(s) and Job title:** |  |
| **Delegate(s) Email address:** |  |
| **Purchase Order Number:** |  |
| **Email address for invoicing:** |  |
| **Any other requirements or instructions?** |  |
| **Any dietary requirements?** |  |

|  |  |
| --- | --- |
| I confirm the booking details, above and accept the terms and conditions | |
| Name of Person Authorising Training: | Date: |

Please complete this form and email to [support@cousinssafety.co.uk](mailto:support@cousinssafety.co.uk).

If you have any questions regarding the booking, please contact Cousins Safety on 01480 718007

Upon receipt of this booking form and subject to availability we will send confirmation of the course booking and invoice for payment.

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| --- |
| **Course payment must be within 14 days or the last working day before the course begins (whichever is the sooner).** |

**Terms and Conditions**

**Course attendance and certification**

* It is the responsibility of the individual completing the course registration/booking form to ensure joining instructions are received by the candidate. Instructions will be sent via email to the email address provided on the booking form.
* If the joining instructions are not received, it is the responsibility of the individual who completed the course registration/booking form to contact [support@cousinssafety.co.uk](mailto:support@cousinssafety.co.uk) to arrange for them to be reissued.
* Failure to attend the course will result in the full cost being incurred.
* Cousins Safety will send all correspondence primarily via email to the email address provided on the booking form. If alternative details are received after the booking form has been submitted, they will supersede the original details and all future correspondence will be sent to the new address.

**Cancellations and Amendments**

* All requests for cancellations and/or transfers must be received in writing and subject to cancellation terms below.
* Changes will become effective on the date of written confirmation being received.

**Payment**

* Payment terms are 14 days, or the last working day before the course begins (whichever is sooner). Bookings are confirmed once submitted and are subject to cancellation terms below. Cousins Safety Limited reserves the right to refuse admittance to the course until payment is received.

**Cancellation terms**

| **Calendar days’ notice before the start date of the course** | **% of fee credited back** |
| --- | --- |
| More than 21 days | 100% |
| within 7-20 days | 50% |
| 1 to 7 days | 0% |
| Failure to attend | 0% |

* Cousins Safety reserves the right to cancel the course within 7 days of the course date if insufficient numbers of delegates have booked on the course. Cousins Safety will reschedule any delegates onto another course date.
* In the event of an individual named on the booking form cannot attend, we will accept substitution of another delegate on the condition that written notification of the substitution has been received by us prior to the course date.

#### Course Provisions

* Accommodation and travel are the responsibility of the candidate.
* A buffet lunch is provided on all full day courses unless otherwise stated. The cost is included in the price quoted. Any special dietary requirements need to be notified in writing to Cousins Safety in advance of the course commencing.

**Data protection**

* The information provided by you as a client should not be shared electronically with other agencies for marketing purposes.