

COURSE TITLE: _____ COURSE DURATION: _____ days

COURSE DATES: _____ FEES: £ _____

PRIVATE/COMPANY NAME: _____

INVOICE ADDRESS: _____

TELEPHONE NO: _____ FAX NO: _____

EMAIL: _____

TRAINING VENUE (if different from above): _____

Booked by: (PRINT) _____ SIGNED: _____

Attendees Name(s):

TERMS & CONDITIONS

- 1) These terms and conditions are in addition to the terms and conditions of Safety & Access Ltd which are available for inspection upon request
- 2) Course bookings will only be accepted upon receipt of a signed Safety & Access Ltd course booking form. It is your responsibility to ensure that Safety & Access Ltd have received the booking form
- 3) **No booking will be accepted unless accompanied by a purchase order or full payment unless arranged otherwise in advance.** Payments terms for purchase orders are strictly 30 days from the invoice date. Safety & Access Ltd reserves the right to withhold the issue of training certificates, grant aid applications and NVQ paperwork until such time as the training/assessment is paid for in full
- 4) On receipt of the booking form, the following conditions will strictly apply in respect of course cancellations by clients. **Cancellations are accepted only in writing or email and will apply from date received.** Bank Holidays and weekends are not included on time limits:
 - a) For cancellations made 14 working days or more before the course start date, full refund of course fee
 - b) For cancellations made less than 14 working days before the course start date or non-arrival: Full fee payable
- 5) Safety & Access Ltd reserves the right at its absolute discretion, and without liability, to cancel, alter or re-arrange courses for any reason including a lack of attendees; in which event attendees will be transferred to other courses or monies paid fully refunded
- 6) Joining instructions will be sent 14 days prior to course commencement
- 7) Safety & Access Ltd reserve the right to remove any attendee(s) from the training course at any time if, in the opinion of Safety & Access Ltd, there is evidence of serious misconduct (including alcohol or drug mis-use), or the continued attendance of the attendee would not be in the interests of the attendee or other attendees on that course, whether for reasons of safety or otherwise. Full payment is applicable in this instance
- 8) A surcharge of 2.5% per calendar month will be levied on balances outstanding on accounts from the invoice date
- 9) CITB/CISRS/NVQ information on grant availability is given in good faith, but it is the individual client company's responsibility to check eligibility with their local CITB office
- 10) **All fees quoted will be subject to the normal rate of VAT at the time of invoicing**