



SHORT COURSE BOOKING FORM

This form should be completed and returned, with payment to:

Post – Baxter Life Training Ltd, Office 11, Bispham Chambers, Red Bank Road, Blackpool, FY2 0HJ

Tel – 01253 486686

Email - simonhamer@baxterlifetraining.co.uk

Name of delegate(s): _____

Organisation: _____

Job title/department: _____

How long in role: _____

Address:

Send Invoice to:

Attention: _____

Address: _____

Post code: _____

Office tel: _____

Home tel: _____

Mobile: _____

Email: _____

Name of course(s): _____

Course start date:

Special requirements: _____

Authorised signature: _____
(not delegate)

Print: _____

Position: _____

Please indicate where you heard about this course: _____

PAYMENT (please indicate your method of payment 1 or 2)

1. Payment enclosed for: £.....
(please make cheques payable to Baxter Life Care Ltd or complete credit card section below)
2. Please invoice to above address: £..... Purchase order no:
(company bookings only)

I wish to pay by Visa/Mastercard/Switch/Maestro; please charge to my account. My card number is:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry date:

Issue number (Switch only):

Security code:

Signature:.....Name on card:.....

Please tick if you would like a receipted invoice:

September 2016

Please see overleaf our Terms & Conditions

Ref: www.baxterlifetraining.co.uk

Terms and Conditions

1. Course bookings

Bookings may be made by e-mail, via the Baxter Life Training website, fax, letter or telephone. Telephone bookings must be confirmed in writing on request. Please quote purchase order numbers where applicable.

2. Payment

a. Non-credit account customers

If you place a booking within 31 days of the start date of the course you will be required to pay at the time of booking.

If your booking is made more than 31 days before the course starts, you should pay in full within 14 days of booking, or no later than 31 days prior to the course start date, whichever is the sooner. If payment is not received by the due date the booking will be cancelled automatically and the course place will be made available to other students.

b. Credit account customers

Our standard credit terms for account customers are 30 days from date of invoice. Please contact your local office if you wish to set up a credit account with us.

3. Transfers

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

More than four weeks prior to course start date - First transfer no charge 2-4 weeks notice given - 25% of course fee Less than two weeks notice given - 50% of course fee

NB. Free transfer applies to the first transfer only. Subsequent transfers incur a minimum charge 25% of the course fee, rising to 50%, dependant on notice as shown above. All transfers must be taken within a period of 6 months from the original course date.

4. 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 then the following charges will apply:

More than four weeks prior to course - No charge 2-4 weeks prior to course - 50% of total course fee Less than two weeks prior to course - Full fee

NB. Cancellation or transfer must be made in writing and received by Baxter Life Training by the due date.

5. Non-attendance

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

6. 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 skill in the time remaining. In all such cases, the full course fee remains payable. To conform with Health and Safety Executive requirements for statutory certificates, attendance at all sessions is mandatory.

7. Unforeseen circumstances

On occasion, 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.

8. Re-qualification courses

To be eligible to attend refresher courses, students must present previous certificate/s issued by an approved provider which is 'in date' on the last day of the re-qualification course. (In date means the period within three months prior to the original certificate expiry date.

9. Guidelines for students and employers

It is the employer's responsibility to ensure that students are free from any condition which would affect their capability to undertake their chosen course, and that they have the aptitude to cope with an intensive course of study. We welcome students with disabilities but it remains their employer's responsibility to ensure that they are appropriately supported in their workplace.