



Booking Form for Training Services

Title of Course:.....

Course Ref: **Date of Course:**

Name of Company:

Name of Contact person: Phone No.....

Address:.....

.....

Postcode:

Telephone Number:

Fax Number: Email:

Address of Course Venue (if different from above):

.....

..... Postcode:

Max Number of Participants (12):

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Fees Details

Total net fee as advised by Safe Hearts Limited: £
Will you be offering places to external delegates? Y / N
Please confirm that these will be charged at our recommended external delegate rate? Y / N

Method of Payment

I wish to pay by Bank Transfer
I wish to pay over the phone Debit Card
Or Please Invoice employer/company

If Invoicing

Please Fill in Details. Name of person and organisation to be invoiced (if different from above):

Name: Phone No:.....

Dept:

Address

.....

Purchase Order No (if advised)



Booking Confirmation

I hereby confirm booking for the course detailed above. I have read and understood the terms and conditions and agree to abide by them. This form must be signed by the authorised company personnel.

Full

Name:.....

Signature:

Date:

Sales

Manager:

Signature:.....

Date:



Course Booking Form & Terms and Conditions

Payment Terms

On receipt of a signed booking form you have entered a contract with Safe Hearts Limited.

An invoice will be raised, and payment of a 50% deposit should be made upon course booking.

The balance must be paid no later than 21 days prior to the commencement of the course.

Failure to make full payment may be seen as breach of contract and Safe Hearts Limited reserve the right to cancel the course.

Cheques should be made payable to: **Safe Hearts Limited**.

Participants Qualifications

Individuals on qualification course should note that successful completion of such courses requires participants to demonstrate an understanding of the underlying principles and competence in the subject, administration and feedback of the instrument(s) concerned. Whilst Safe Hearts Limited will make every reasonable effort to ensure the highest standard of training and impartiality in such awards, no guarantee is given that every participant attending will receive such qualification.

Onsite Training programs can produce significant savings where a client has a number of participants wishing to attend face to face-based training.

Course prices for these courses will be provided on request.

NB Please note for onsite training there is a maximum delegate requirement to 12 delegates per trainer on anyone-day course or a minimum charge of 6 delegates.**

E-Learning Course

Distance Learning Course and Prices - The Price is payable prior to the delivery of the course material (in full) by Paypal or BACS.

The price payable includes all materials and full support and certification fees.

Under no circumstances shall we be deemed to have received payment until payment has been received by us in full and in cleared funds.

Invoices are due for payment on receipt of the invoice date without any deductions including, but not limited to, bank charges. Time of payment shall be of the essence and accordingly Safe Hearts Limited may treat failure to pay any of its invoices on time as a repudiation of the contract on your part and may also treat itself as discharged from its own contractual obligations. If no payment is received, Safe Hearts Limited will assume cancellation of booking and contract terminated or reserve the right to charge interest from the due date until payment.

Delegates are required to satisfactorily complete the full course to qualification standard within 1 year of the booking date. In exceptional circumstances, an agreed extension will be offered at Safe Hearts Limited discretion

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only. If the course is not completed within 1 year of the date of the booking, Safe Hearts Limited assume cancellation and contract terminated. No refund will be given.

Delivery and Care of the Materials

Safe Hearts Limited will release all the materials ('Materials') to the participant in one dispatch usually within 7/10 working days of receiving payment from you in cleared funds.

Materials will be sent by post or courier to the address the participant has given us.

The participant will inspect the materials upon delivery and will inform us immediately if there are any damages or omissions.

The participant will be deemed to have accepted the Materials if the participant does not notify us within seven days after delivery.

Risk of damage or loss in the Materials will pass to the participant upon dispatch by post or courier.

Support

The participant will be provided with support and tuition as set out in the materials provided, in addition the participant will receive such telephone and email assistance as we reasonably deem necessary and further support on the practical day.

Registrants on qualification courses should note that successful completion of the distance learning courses requires the participant to attend the practical day in order to demonstrate an understanding of the underlying principles and competence in selection, administration and feedback of the instrument(s) concerned.

Cancellation and Postponement Policy

In the event of you canceled onsite training less than 28 days of training commencement, all expenses incurred by Safe Hearts Limited at this point will be invoiced, with an additional Administration Fee of £75.00.

Safe Hearts Limited do not accept any liability for courses canceled due to ill health of tutors, circumstances beyond our control or Covid-19 interruption however, we will do our best to reschedule the course at a time to suit all learners involved - no refunds will be given less than 7 days before course commencement.

Delegate substitution

It is possible to substitute an alternative delegate on any course at no additional cost, provided: they meet the pre-requisites of the course *and* their completed application form is received by Safe Hearts Office on + 44 (0)1785 532219 no later than three working days before the start of the course.

In this instance the Safe Hearts Office will confirm the replacement delegate has been accepted onto the course. An additional charge may be made for any course materials if they are not transferred from the original delegate.

Cancellation by Delegates

Cancellations need to be confirmed in writing or telephone to the Safe Hearts Training Office running the course. The following refunds will apply to cancellations:

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Cancellation more than 25 days before the course date - 100% refund
(less the cost of any materials or other costs incurred)

Cancellation 21 - 25 days before the start of the course - 75% refund

Cancellation 11-20 days before the start of the course - 50% refund

Cancellation 7-10 days before the start of the course - 25% refund

Cancellation less than 7 days of the start of the course - No refund

Safety of Course Participants

Safe Hearts Limited cannot accept any liability for injury sustained by any participant during the training course. All safe techniques will be taught to participants and all reasonable care will be taken. Participants who are pregnant or who suffer from back problems should identify themselves to the course tutor before the course begins. It is recommended that course organisers check liability with their Health Authority prior to the course starting.

Safe Hearts Limited cannot accept responsibility for loss or damage to participants' personal property or vehicles whilst attending the course. It is the responsibility of the course organiser to ensure that any venue chosen meets necessary Health and Safety requirements and that fire procedures etc. are explained to participants at the start of the course.

Safety of Clients

All participants who have agreed to be subjects on the course must have signed a disclaimer form. This will be handed out and return to the Safe Hearts Limited tutor on the first day of the course.

Comfort of Course Participants

Safe Hearts Limited expects course organisers to provide regular beverages (i.e., at least mid morning and mid afternoon) and a light lunch where possible.

Copyright

Video or other tape recordings of the course are not permitted without the prior written consent from Safe Hearts Limited and its partners. Reproduction of any course material without the consent of Safe Hearts Limited and its partners is not permitted.

Confidentiality Statement

The material and information (together called the course content) provided to you during this course is confidential and is the property of Safe Hearts Limited.

The course content is not to be copied, reproduced, or adapted in any format or used for any other purpose, including, but not restricted to, the presentation of skills training courses or similar forms of training for third parties.

The obligations set out above shall not apply to any part of the course content which subsequently enters the public domain.

Signing this application form constitutes your compliance with the terms of this Confidentiality Statement.

Course organisers must incorporate Safe Hearts Limited confidentiality statement in any application forms they issue to participants.

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