



One Day Emergency First Aid Course

Venue:	Chichester Racquets & Fitness Club
	Oaklands Park, Chichester, PO19 6AR.
2016 Dates:	Thursdays: 14 th April 23 rd June 29 th September (please delete dates where appropriate)
Time:	9.30am – 4pm lunch provided
Cost:	£120 + vat per delegate (£144 incl vat)

Information required	Please complete
Name of company:	
Address:	
Person Making Booking:	
Telephone:	
Email:	
How Many Bookings?	
Any dietary requirements or special instructions?	

Payment:	Online via PayPal. Cheque, BACS, Visa, MasterCard (by telephone: 01422 372508)
BACS Details:	Bank: Santander, Sort Code 72-00-00, Account 03242943
Terms:	Balance payable 14 days prior to course

I confirm the booking details above and accept the terms and conditions below.

Signed: Date:

Please return the completed form by fax (01422 372508), post to the address below, or scan and email to enquiries@ifast-online.co.uk

Independent Fire & Safety Training Ltd
19 Goodhew Close, Yapton, West Sussex, BN18 0JA
Tel: 01243 553868
Web: www.ifast-online.co.uk Email: enquiries@ifast-online.co.uk

STANDARD TERMS AND CONDITIONS

Bookings

Quotations must be signed or agreed by email in order to confirm bookings.

Payment Terms

Full payment is required 10 days prior to course. Payment can be made by BACS or online using PayPal, over the telephone by Visa or MasterCard. By post.

Should the booking be made within 10 working days of the course commencement date, then payment must be made immediately.

Cancellations

Participant cancellations will be refunded as follows:

Greater than 10 working days prior to the course - 75% of the original invoice value including VAT, where applicable.

10 or less working days before the course – no refund.

We reserve the right to cancel a course at short notice should events beyond our control make this unavoidable.

If this should occur, participants will be offered a place on our next available scheduled course, or alternative dates where it is a client-specific course.

Rescheduling

Participants may reschedule to another public scheduled course. Rescheduling will require at least 10 working days notice. Any re-scheduling with notice less than 10 days will be subject to a £50 administration fee.

Substitution

Participants may substitute themselves on a course at no charge but please let Independent Fire & Safety Training Ltd know as soon as possible.

Pre-requisite Training

No pre-requisite training is required for this course.

Liability

Independent Fire & Safety Training Ltd cannot accept any liability for any actions whatsoever of course participants.

Intellectual Property

During the course you will receive copies of material which is copyright to Independent Fire & Safety Training Ltd. You agree not to share, copy, store or reproduce this material by any means without written authorisation from Independent Fire & Safety Training Ltd.

Privacy

Independent Fire & Safety Training Ltd respects your privacy and does not share your email address with other organisations.