

**Training Course Booking Form**

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| **COURSE DETAILS - *Please write clearly*** | | | | | | | |
| **Course Title** |  | | | | **Is this a refresher?** | |  |
| **Date of Course** |  | | | | | | |
| **CANDIDATE DETAILS** | | | | | | | |
| **Name (As to appear on certificate)** |  | | | | | | |
| **Personal Address (In Full)** |  | | | | | | |
| **Telephone No.** |  | | | **Date of Birth** | |  | |
| **Email Address** |  | | | | | | |
| **Lantra are sending E Certificates from Sept 2021 please make sure your email address is clear and up to date.** | | | | | | | |
| **INVOICE DETAILS (If different to above)** | | | | | | | |
| **Invoice Name** |  | | | | | | |
| **Invoice Address** |  | | | | | | |
| **Telephone No.** |  | | | **PO No. if required** | |  | |
| **Email Address** |  | | | | | | |
| **COURSE PAYMENT** | | | | | | | |
| **Course Price** | | | **£** |  | | | |
| **Number of spaces required** | | |  | | | | |
| **PRICES ARE NOT SUBJECT TO VAT** | | **TOTAL DUE** | **£** |  | | | |
|  | | | | | | | |
| **ALL EQUIPMENT AND PPE IS PROVIDED FREE OF CHARGE IF REQUIRED** | | | | | | | |
| **Please provide an emailed copy of pre-requisite certificates appropriate to your course prior to the start date** | | | | | | | |

**HOW TO PAY**

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|  | **Cheque –** *made payable to Arbor Venture Training Ltd* |
|  | **Bank Transfer –** *Account No: 25549944, Sort Code: 522134* ***Please use surname or invoice number for reference*** |

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| **Please complete and return to:** | **@:** | training@arborventure.co.uk |
| C:\Users\Office\AppData\Local\Microsoft\Windows\INetCache\IE\96KAJ38N\envelope-silhouette-2[1].jpg | Arbor Venture Training Ltd  Glenwood  Crabbswood Lane  Sway Hampshire  SO41 6EQ |
| **By completing this form you are making a formal course booking and agree that you have read and understood our terms and conditions (detailed below). You will be contacted with course joining information by the information you have provided above.**  Please tick this box if you do not want to receive future training course / event information which may be relevant by email | | |

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| DATA PROTECTION ACT 1998: We gather and processes your personal information in accordance with our privacy policy and in compliance with the relevant General Data Protection Regulation (GDPR) and laws. We will only disclose your data to third parties such as Lantra and City & Guilds for student registration purposes. No personal information is sold or given to other bodies or companies and is solely used for our own purposes. Please see our website for our full privacy policy. |

**TERMS AND CONDITIONS FOR BOOKINGS**

To book a place on any course a completed booking form must be returned. A booking will only be confirmed once full payment has been received and must be made prior to course start date. Course joining information will be sent out after payment. If the course you wish to attend is full by the time we receive your payment, we will contact you with the next available dates.

**CANCELLATIONS**

Arbor Venture Training Ltd reserves the right to cancel any course if the required number of candidates to run the course is not met (usually 4 people).

Arbor Venture Training Ltd reserves the right to cancel or reschedule any of its courses at any time. If this occurs Arbor Venture Training Ltd will notify the candidate / organisation as soon as possible. The date of the next available course will be offered to transfer the place of the candidate / organisation.

The candidate / organisation can cancel a booked course up to 14 calendar days before the course start date. The course fee will be refunded or transferred to another course date.

If the candidate / organisation makes a cancellation within 14 calendar days before the course start date, the course fee is non-refundable.

Cancelation due to a positive Covid illness will be transferred to the next available course, providing proof of a positive covid test is received.

Course transfers may incur an admin fee of £60.00.

**COVID**

It is the candidates responsibility to keep themselves safe leading up to the course. Candidates are reminded that they must not attend the course if they have symptoms of Covid-19 and must take a test beforehand if showing symptoms. Candidates will need to sign a declaration form before each course / assessment to confirm the above.

**COURSE PRICES**

All our prices are inclusive of assessment fees registration and assessment costs. Prices and dates are subject to change without prior notice. There is no VAT charged on our prices.

**PERSONAL PROPERTY**

Arbor Venture Training Ltd cannot accept responsibilities for any personal belongings at any course. Personal belongings remain the sole responsibility of the owner.

Arbor Venture Training Ltd shall not be held responsible for any damage or loss or injury caused by any of the products supplied, directly or indirectly by us.

Any climbing or rigging equipment used on training courses or assessments, must comply with current Lifting Operations and Lifting Equipment Regulations. Proof of a current LOLER certificate will be required as applicable.

**COMPANY POLICIES:** Are available on request at any time and displayed within the Training room / Workshop. [Arbor Venture Privacy Policy](../../../Policy's/Privacy%20Policy%202018.pdf) This agreement shall be considered a contract made in England and according to English Law and subject to the exclusive jurisdiction of the English Courts to which both parties hereby submit.

***Full terms and conditions available at*** [***http://www.arborventure.co.uk/prices-dates-arbor-venture-arboriculture-training.html***](http://www.arborventure.co.uk/prices-dates-arbor-venture-arboriculture-training.html)