



BOOKING FORM

BOOKING FORM Please complete and return to:

The IOSH Course Administrator, Bridge HR, Elderberry House,
Alexandra Road, Illogan, Cornwall. TR16 4EA.

| NAME | COURSE TITLE | COURSE DATE | Fee £ |
|--------------------|----------------|-------------|-------|
| 1 | Working Safely | | . |
| 2 | Working Safely | | . |
| 3 | Working Safely | | . |
| 4 | Working Safely | | . |
| 5 | Working Safely | | . |
| 6 | Working Safely | | . |
| 7 | Working Safely | | . |
| VAT @ 17.5% | | | . |

| | | |
|--|----------|---|
| Total including VAT | £ | . |
| I enclose a cheque for the full amount made payable to <i>MR S D Turner</i> | | |
| Or I enclose a company Purchase Order number (if applicable) | | |

Please reserve course places for the above named personnel:

Contact Name:

Position in company:

Contact tel. number:

Email:

Company Name:

Full Address:

Signed:

Date:

**Payment by cheque or a company purchase order must accompany this application.
Thank you.**

Booking information: The number of people is limited – early booking is advised. Please note that Bridge HR Training Services reserve the right to charge cancellation and transfer fees and to cancel or move courses in accordance with the full terms and conditions of booking.

Terms and Conditions

Change to or cancellation of courses

Course contents, prices and dates are, to the best of our knowledge, correct at the time of going to press. It may be necessary for reasons beyond our control to change the content, timing or price of a course. In the event of a course being cancelled we will make a full refund but hereby disclaim any further liability.

Cancellations

If you wish to cancel a booking you must notify us in writing up to 16 working days before the date of commencement of the course. If full payment has been made a credit note will be raised. A refund can be arranged on written request. If payment has not been made the booking will be cancelled. If you notify us that you wish to cancel the booking less than 16 working days prior to the commencement date of the course you will incur the following charges:

For delegates no longer able to attend and not able to transfer to an alternative date (Period Cancellations)

| | |
|----------------|----------|
| 15 - 21 days | 25% fee |
| 8 - 14 days | 50% fee |
| 7 days or less | Full fee |

Transfers

Substitutes for the original nominees may be made at any time. However if you wish to transfer to another course your request must be received in writing stating the date and name of the course you wish to transfer to. Course transfers incur the following charges based on time of receipt by us of a written request to transfer prior to the course commencement date.

For delegates no longer able to attend and wishing to transfer to an alternative date (Period Transfers)

| | |
|-----------------|-----------|
| 15 days or more | No charge |
| 8 - 14 days | 25% |
| 7 days or less | 50% fee |

Course administration and booking procedure

Course bookings

Course bookings may be made by either completing a booking form or by telephoning the centre to make a reservation. A booking is only regarded as definite when a completed booking form, purchase order or written confirmation has been received by the Centre. Course reservations can only be held provisionally up to 21 days before a course is scheduled to run by which time they must be confirmed or they shall lapse.

Joining instructions

Course joining instructions including a 'How to find us' map will be forwarded at least two weeks before the course commences or the date on which a course booking is made if later.

Accommodation

Delegates requiring overnight accommodation will be provided with a contact details for the on-site residential facility and are required to book accommodation directly with the venue or make their own alternative arrangements. Limited disabled facilities are available.

Course fees

VAT at the current rate is excluded from the published course fees. Course fees *include* lunch, refreshments and all training materials, including an IOSH certificate of achievement on successful completion of the course.

Payment in full is required 10 working days before the commencement of the course. We reserve the right to exclude delegates from the course if payment is not received on time. All payments must be made in pounds sterling. Every effort will be made to maintain fees as shown but we reserve the right to change them where necessary.