Home Safety Training Course Booking Form

Please print, sign and return via post, email or fax (0121 248 2001)

INVOICE ADDRESS *Invoices MUST be paid prior to the course start, unless otherwise agreed.*

Company/Organisation		
Address		
Postcode	Email	
Telephone	Fax	Previous C&G Certificates achieved? Yes/No Delegate number

BOOKING CONTACT (Must be completed if different to delegate)

Title	First Name	Surname
Position held		

DELEGATE INFORMATION

Title	First Name	Surname	
Position held			
Mailing Address			
			Postcode
Telephone	DOB*	Membership Number**	
email	**Only if taking the C&G exam. ** This MUST be quoted here to qualify for reduced member's rate, and must be held at the invoice address.*		

Course *NB Bookings are subject to availability and course places are not guaranteed until payment is received.*	**Course fee (members)**	**Course fee (non-members)**
☐ **Child Safety in the Home**	£100.80 (£84+VAT)	£118.80 (£99+VAT)
☐ **Older People Safety in the Home**	£100.80 (£84+VAT)	£118.80 (£99+VAT)
☐ **Introduction to Home Safety**	£100.80 (£84+VAT)	£118.80 (£99+VAT)
☐ **Choosing and Using Home Safety Equipment**	£100.80 (£84+VAT)	£118.80 (£99+VAT)
☐ **City & Guilds exam (optional)**	£16 (VAT not applicable)	
Date of course/s (if known)		

Your personal data will be used by RoSPA for the purposes of providing the requested product/service.

Further information about how RoSPA use personal data and your rights can be found in our Privacy Policy (https://www.rospa.com/help-information/privacy/).

If you'd like RoSPA to keep you informed on accident prevention and safety-related matters by e-mail, telephone and post then please tick here: ☐

Signature	**Date**

TERMS AND CONDITIONS

Fees
All fees are payable in advance (normally 4 weeks). Attendance at the course will not be permitted unless payment is received. Fees quoted are correct at the time of publication but RoSPA reserves the right to alter fees at any time. All fees quoted are exclusive of VAT which must be paid in addition to the quoted fee, at invoice date, chargeable at the standard rate then in force.

Examinations
Where examinations (whether by an internal or external examining authority) form part of, or are taken following a course, no refund of fees can be given in the event of a candidate failing to reach the standard required. Examiners' decisions are final.

Cancellations
RoSPA reserves the right to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service.
In the event of cancellation, bookings will normally be transferred to the next available course unless the client specifically requests otherwise. If a booking is cancelled or transferred to a different course by the client the following fees will be payable:

NOTICE GIVEN	% OF FEE CREDITED ON CANCELLATION/TRANSFER
more than 28 days	**100%**
15 – 28 days	**50%**
0 – 14 days	**0%**

In addition, RoSPA reserves the right to charge a £30 administration fee for each cancellation/transfer. Telephone cancellations can be accepted but must be confirmed immediately in writing (by post, fax or email).

All reasonable adjustments to provision will be made to ensure that learners with a learning difficulty, disability and/or a medical condition that affects their learning are not substantially disadvantaged.
If you have a learning difficulty, disability and/or a medical condition, please ensure that we know what you need to so that we can make all reasonable adjustments to help you succeed.

Please send completed forms to Rhiain Reynolds, Public Health Support Officer, RoSPA, 28 Calthorpe Road, Edgbaston, Birmingham B15 1RP. rreynolds@rospa.com 0121 248 2107.