



TRAINING CENTRE ONE DAY COURSE



BOOKING FORM

Personal Details

Family Name:		Phone:	
First Name:		Mobile:	
Current Address:		Email:	
Town/ City:			
County:			
Post Code:		DOB:	

Emergency Contact Details

Name:		Relationship:	
Phone:		Mobile:	

Course Details

Course Title:		Course Dates:	
		Total Cost:	

Payment Details

Please confirm your method of payment:

Cheque:	<input type="checkbox"/>	Credit/ Debit Card:	<input type="checkbox"/>	Cash:	<input type="checkbox"/>
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Please make cheques payable to: Kids' City

Do not enclose cash unless sent registered mail

I confirm that I have read the Terms and Conditions overleaf or attached and filled in the attached Course payment sheet and confirm my booking by signing underneath.

Name:	Sign:	Date:

For office use only:

A T -						Signed:		Dated:
Finance Department/ Payment Confirmed						Signed:		Dated:
Confirmation/ Training Department						Signed:		Dated:

training@kidscity.org.uk

www.kidscity.org.uk

Unit 4, 25 Morrish Road, London SW2 4EE

Tel: 020 8683 9607 fax: 020 8678 0817

KIDS' CITY is the trading name of the Trojans Scheme Charity No. 1108509

Registered Company No. 5347511 in England and Wales

Relating to all commercial training:**Payment**

- 1.1 If you place a booking within 28 days of the start date of the course you will be required to pay at the time of booking.
- 1.2 If your booking is made more than 28 days (due date) before the course starts, you should pay in full within 14 days of booking, or no later than 28 days prior to the course start date, whichever is the sooner. If payment is not received by the due date, the booking will be cancelled automatically and the course place will be made available to other students.

2. Course bookings

Bookings may be made by email, via the Kids' City website, letter or phone. Telephone bookings must be confirmed in writing upon request. Please quote purchase order numbers where applicable.

3. Transfers

Should circumstances mean that you need to transfer to another Kids' City course, the following charges will apply, dependant on notice given:

- 3.1 First transfer, made more than four weeks prior to the course start date—no charge
- 3.2 Two to four weeks given—25% of the course fee
- 3.3 Less than two weeks notice given—50% of the course fee.

NB. Fee transfer applies to the first transfer only. Subsequent transfers incur a minimum charge of 25% of the course fee, rising to 50% dependant on notice given as shown above. All transfers must be taken within a period of six months from the original course date.

4. Cancellations

Should circumstances mean that you have to cancel your course and unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

- 4.1 More than four weeks prior to the course start date—no charge
- 4.2 Two to four weeks prior to the course—50% of the course fee
- 4.3 Less than two weeks prior to the course—full fee.

NB. Cancellation or transfer must be made in writing and received by Kids' City by the due date.

5. Non-attendance

If you do not attend a course, and you have not previously informed us, the full course fee remains payable.

6. Late arrivals/ missed sessions

If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable. To conform with Health and Safety Executive (HSE) requirements for statutory certificates, attendance at all sessions is mandatory.

7. Unforeseen circumstances

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

8. VAT

All course fees are subject to the current rate of VAT (valid exemptions only).

9. Distance Selling Regulations 2000

We abide by the applicable elements of the Distance Selling Regulations 2000.

10. Guidelines for students and employers

It is the employer's responsibility to ensure that students are free from any condition which would affect their capability to undertake their chosen course, and that they have the aptitude to cope with an intensive course of study.

(We welcome students with disabilities but it remains their employer's responsibility to ensure that they are appropriately supported in their workplace)

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