

Please fill out and sign this form, then send it to the address above along with full payment to book a place on a course.

Please remember:

- ✓ You must be 16 or over on the first day of the course.
- ✓ A minimum of 4 candidates are required for a course to run and maximum of 12.
- ✓ A full refund will only be given when the course does not run.
- ✓ Enrolment fees must be paid in full before confirmation of place.
- ✓ The form must be returned at least one week before the course to guarantee a place.

**Course Details:**

Course name: \_\_\_\_\_ Course dates: \_\_\_\_\_

**Candidate's Details:**

First name : \_\_\_\_\_ Surname : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please tick any of the following which apply to you:

- |   |  |
|---|--|
| <input type="checkbox"/> A learning difficulty such as dyslexia | <input type="checkbox"/> Blind or partially sighted        |
| <input type="checkbox"/> Mental health difficulties             | <input type="checkbox"/> A wheelchair user                 |
| <input type="checkbox"/> An unseen need such as diabetes        | <input type="checkbox"/> Deaf or have a hearing impairment |
| <input type="checkbox"/> Registered disabled                    | <input type="checkbox"/> In need of personal care support  |
| <input type="checkbox"/> Multiple disabilities                  | <input type="checkbox"/> Taking regular medication         |

Please give any details which could affect your ability to take this course:

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**Payment details:**

Invoice name and address (If applicable – such as for company bookings) :

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How did you find out about the course?

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Please tick your method of payment:

<input type="checkbox"/>	Cash	
<input type="checkbox"/>	Cheque	<i>Please make cheques payable to Billy Katiyo</i>
<input type="checkbox"/>	Invoice	
<input type="checkbox"/>	Bank Transfer	<i>Account name: Total Courses Sort code: 40 33 14 Account number: 51467824 Bank details: HSBC Bank PLC Morden Branch 102 London Road Morden Surrey SM4 5AY</i>

**Signature**

By signing below you confirm that you have filled in the form accurately and agree to the terms and conditions of taking a course with *Totalcourses* (as shown below).

(please sign) \_\_\_\_\_ Date: \_\_\_\_\_

**Terms and Conditions of Contract:**

These Terms and Conditions shall be governed and constructed in accordance with the laws of England.

Your contract is made with *Totalcourses*. Bookings must be accompanied by full payment unless you have an agreed invoicing arrangement with *Totalcourses*.

**Payments:**

Full payment of course fees and charges is required by individual candidates prior to the course date. Payment of fees and charges for in-company training courses is required 14 days before the first day of training.

A receipt will be issued upon completion of the course. *Totalcourses* reserves the right to withhold Certificates until full payment has been cleared.

**Cancellations:**

Cancellations must be made in writing.

The full course fee is charged for cancellations received less than 14 days before the course start date.

**Substitutions:**

Substitutions will be accepted provided they meet the criteria and are provided within seven days of the course start date.

**Time keeping and joining instructions:**

Good time keeping throughout the course is essential. Full joining instructions will be issued to all candidates.

In the case of "in-company" training, these instructions will be issued via the employer. In such cases, it is the responsibility of the employer to ensure that the candidate is fully briefed and made aware of these instructions, and all course requirements, before attending the course.

**Attendance:**

Candidates must attend and complete all aspects of the course to qualify for certification. The full cost of the course will be charged for candidates who arrive late or are absent from all or any part of the course. Failure to meet this attendance requirement will result in being disqualified from taking any exam.

In the case of illness we are able to transfer candidates on to another course provided that we receive a medical certificate. A full refund of fees and charges will be made if notification of illness supported by a medical certificate is made more than 14 days before the commencement of the course.

**Particular requirements:**

If candidates have any needs to enable full participation in the training then *Totalcourses* must be advised at least 14 days prior to commencement of training. There would be additional costs incurred for specialist equipment or personnel and *Totalcourses* undertakes to notify the candidate of such costs prior to the commencement of the training.

**Candidate Suitability:**

In the case of "in-company" training, it is the responsibility of the employer to select suitable persons to become first aiders in the workplace. This will depend on a number of factors including:

- Reliability, disposition and communication skills

- Aptitude and ability to cope with stressful and physically demanding emergency procedures

- Normal work duties should be such that individuals can be made available immediately and rapidly to attend to an emergency

Candidates unable to meet the above requirements or failing to meet the pre set assessment criteria for the course, will not be awarded a certificate.

**Re-certification:**

In the case of "in-company" training it is the employer's responsibility to ensure that all candidates on a Refresher Course hold proof of a current First Aid at Work certificate which is valid for the duration of the refresher course being attended. It is the responsibility of the employer to provide a copy of the certificate at the time of booking. The full course fee will still be charged in relation to any candidate whose certificate expires prior to or during the course.

**Limitation of liability:**

Except in respect of death or personal injury caused by the negligence of *Totalcourses*, *Totalcourses* shall not be liable by reason of any representation (unless fraudulent) or implied warranty condition or other term, or any duty at common law or under the express terms of this agreement, for any loss of profit or any indirect special or consequential loss, cost expenses or other claims for compensation. The entire liability of *Totalcourses* to you under or in connection with this agreement and the provision of the training shall not exceed the sum of the contract value.

*Totalcourses* shall not be liable to the candidate or be deemed in breach of contract by reason of any delay or failure to perform any of *Totalcourses* obligations in relation to a training course if this was due to any cause beyond the reasonable control of *Totalcourses*.