

national flood school

we specialise so you dont have to...



Priority Course Booking Form

Course title: _____
Name: _____
Fax: _____
Organisation: _____
Company Address: _____

Course Date: _____
Telephone: _____
E mail: _____
Post Code: _____

Attendees names	Job Title	Price	Attendees names	Job Title	Price
Sub Total 1:		<input type="text"/>	Sub Total 2:		<input type="text"/>

Total Places Required: _____ Sub Total (1+2): £ _____ VAT (17.5%): £ _____ Total: £ _____

Please indicate preferred payment options: (Please put an X in the appropriate box)

- My Cheque is enclosed My Credit/Debit Card details are below
 I will need an invoice sent to me at the address below before I am able to pay (please use card address section)

Please can you include the following PO number on the invoice when you send it through: _____

I will be contacting you shortly by telephone to pay with a credit/debit card (+2% for Credit Cards).

Please fill in the card details and address where the card is registered (+2% for Credit Cards).

Card Number: _____
Start Date: _____ Card Type: (Credit or Debit) _____
Expiry Date: _____ Card (invoice) Address: _____
Issue Number: (SWITCH) _____
Last 3 numbers on signature strip: _____ Postcode: _____
Card Holders Signature: _____ Today's Date: _____

Instructions:

Please complete this booking form (using Adobe Acrobat reader, save it onto your PC) and return it to the National Flood School via Post, Fax or E mail.

On receiving the booking form, we will contact you to confirm course availability and discuss payment if it was not enclosed. We will endeavour to honour your reserved places; however we regret that we will not be able to guarantee them without first receiving full payment.

Call: 01252 821185
Fax: 01252 715725

Write: The National Flood School
47a Wrecclesham Road
Farnham
Surrey
GU9 8TY

Email: information@nationalfloodschool.co.uk

Visit: www.nationalfloodschool.co.uk

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Priority Course Booking Form Terms & Conditions

1. Definitions

- 1.1 "Buyer" means the person who agrees to buy a course from the Seller
- 1.2 "Attendee" means the person who agrees to attend a course ran by the Seller.
- 1.3 "Conditions" means the terms and conditions of sale set out in this document and any special terms and conditions agreed in writing by the Seller.
- 1.4 "Course" means the training which the Buyer agrees to buy from the Seller
- 1.5 "Commencement Date" means the date specified by the Seller when the course is to begin.
- 1.6 "Course Fee" means the price for the course excluding VAT.
- 1.7 "Examination Fee" means the fee charged to sit an examination.
- 1.8 "Course Literature" means all manuals, leaflets and handouts associated with a course.
- 1.9 "Seller" means National Flood School

2 Conditions Applicable

- 2.1 All orders for a Course shall be deemed to be an offer by the Buyer to purchase a Course pursuant to these Conditions.
- 2.2 Booking of a Course shall be deemed conclusive evidence of the Buyers acceptance of these conditions.

3 The Fee, Payment and Cancellations

- 3.1 The Course Fee shall be the Seller's quoted price or the price prevailing at the time of the order. The Course Fee is exclusive of VAT, which shall be due at the rate prevailing on the date of the Seller's invoice.
- 3.2 Payment of the Course Fee and VAT shall be due before the Commencement Date unless otherwise agreed.
- 3.3 Course Fee includes charge of Course Literature and distribution. All course manuals are copyright.
- 3.4 Examination Fees are in addition to the Course Fees. Examination fees are payable at the time that the examination is taken. All IICRC subsequent annual subscriptions / applications must be made directly to the IICRC. If it is the first time that the Attendee has taken an examination with the IICRC then this Examination Fee is **£40**. If the Attendee has taken an IICRC examination before and is applying for a re-take of that same exam the fee is **£20**. A separate fee of **£100** is applicable for the AMRT examination. If the Attendee has an assigned IICRC registration number then they must write this in the correct area of the booking form. Alternatively, the Seller can invoice the appropriate amount plus an administration fee.
- 3.5 Only one offer can be used in conjunction with each booking.
- 3.6 All cheques for Course Fees must be crossed Account Payee and made payable to National Flood School.
- 3.7 Any payments made by credit card are subject to a 2% surcharge
- 3.8 The full Course Fee will be lost on cancellations received on the day of the course. If a cancellation is received 7 working days prior to the event then 50% of the fee will be refunded. If a substitute participant is found then a transfer of the place can be made at no additional cost. If you wish to transfer your booking to an alternative date there will be an administrative charge of £25 plus VAT.

4 The Course

- 4.1 It is at the Sellers discretion to cancel, change dates, times and location up to 7 days before the Commencement Date of any Course. In such circumstances where Attendees cannot accommodate new arrangements a full refund shall be given.

5 Severances

- 5.1 If any provision of this contract is held by any competent authority to be invalid or un-enforceable in whole or in part the validity of the other provisions of this contract and the remainder of the provisions in question shall not be affected thereby.

6 English Law

- 6.1 These Terms and Conditions are subject to the law of England and Wales and all disputes arising out of this contract shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

- 7 For the avoidance of doubt nothing in these Terms and Conditions shall confer on any third party any benefit or the right to enforce any term of this Agreement.

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