

COURSE BOOKING FORM

I WISH TO ENROL ON THE FOLLOWING COURSE(S):- (please ✓)

all course prices are "per person"

- | | | | |
|---|----------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> Basic First Aid – 1 day course | course cost £79 for | <input type="checkbox"/> | persons : total cost = £ _____ |
| <input type="checkbox"/> First Aid for Parents – 6 hour course | course cost £49 for | <input type="checkbox"/> | persons : total cost = £ _____ |
| <input type="checkbox"/> Paediatric First Aid – 2 day course | course cost £125 for | <input type="checkbox"/> | persons : total cost = £ _____ |
| <input type="checkbox"/> HSE EFAW – 1 day course | course cost £79 for | <input type="checkbox"/> | persons : total cost = £ _____ |
| <input type="checkbox"/> HSE FAW – 3 day course | course cost £195 for | <input type="checkbox"/> | persons : total cost = £ _____ |
| <input type="checkbox"/> HSE FAW Requalification – 2 day course | course cost £125 for | <input type="checkbox"/> | persons : total cost = £ _____ |
| <input type="checkbox"/> AED Training – 3 hour course | course cost £49 for | <input type="checkbox"/> | persons : total cost = £ _____ |

Your Details

Name : _____ Telephone : _____ (Home)
 Address : _____ (Day)
 _____ (Mobile)
 _____ E mail : _____
 Postcode : _____ How did you hear about us ? : _____

Payment

(Please make cheques payable to "1st Responder Ltd")

I enclose the appropriate deposit/course fee by (please ✓) : Cash Cheque Credit/Debit card
(all major cards accepted)

Card Details (please ✓) Visa Mastercard Maestro Solo Electron

Card Number Expiry Date /
m m y y

Card Security Number (found on the signature strip on the reverse of the card)

Please ✓ if you require an invoice - invoicing on credit terms is strictly by prior arrangement only

A deposit of £50 per person (or total course cost if less) is required on booking, and the balance is due no less than 2 weeks prior to course commencement unless agreed with us in advance

I have read and agree to the terms and conditions detailed on the reverse of this booking form

Signature : _____ Print Name : _____

Please leave this part blank

Course Number : [/ /] Deposit Pd : £ date [/ /] Ca/Ch/DC/CC
 Start date : [/ /] Balance of : £ by [/ /]
 Balance Pd : £ date [/ /] Ca/Ch/DC/CC
 Course confirmation letter sent : [/ /]

TERMS AND CONDITIONS (the small print)

General

1. 1st Responder Ltd and any or all of its employees, staff, instructors or agents shall hereinafter be referred to as "1st Responder";
2. The participant(s) entering on to the course and signing the booking form overleaf shall hereinafter be referred to as "The Student";
3. The individual or company booking the course(s) and signing the booking form overleaf shall hereinafter be referred to as "The Customer";

Course Details

4. A minimum of two people are required for a course to run (unless otherwise stated);
5. 1st Responder reserves the right to vary or cancel, at its sole discretion, a course or its contents, where the circumstances necessitate;
6. 1st Responder reserves the right to vary the location of any part of any course where circumstances necessitate;
7. 1st Responder reserves the absolute right to refuse admission on to a course;

Payment

8. Reservations will only be confirmed upon receipt of a booking form completed and signed by The Student or The Customer or where agreed with 1st Responder by e-mail or telephone;
9. 1st Responder will send a course confirmation letter and/or e-mail to The Student and/or The Customer detailing the booked course dates, times, course fees and other information;
10. The Student and/or The Customer shall be deemed to have accepted the details in the confirmation letter and/or e-mail unless 1st Responder is notified within 3 days of receipt of any errors or omissions;
11. Unless such notification is received by 1st Responder within 3 days of receipt of the confirmation letter and/or e-mail, The Student and/or The Customer is deemed to have accepted the course dates, times, course costs and these Terms and Conditions;
12. Where payment of course fees is by invoice, this must be agreed with 1st Responder in advance of the course booking being made by The Customer;
13. Where course fees are invoiced, terms shall be strictly as agreed from date of invoice and as shown on the invoice;
14. Where course fees are invoiced, unless expressly agreed otherwise in advance, student certificates will only be issued once payment against the invoiced amount has been received in full;
15. Course fees may be changed without notice;
16. Unless 7 days clear notice is received by 1st Responder prior to the start of any course, reductions to the numbers of students on any course will not result in a reduction in the total course cost invoiced;
17. No refunds of any monies paid will be given, save in exceptional circumstances which shall be at the sole and absolute discretion of 1st Responder;
18. Provided written notice is received at least 14 days prior to the commencement of the course, the course may be cancelled without incurring any course fees;
19. If less than 14 days notice is received 50% of the course fees shall be due;
20. If less than 7 days notice is received 100% of the course fees shall be due;
21. Changes and/or cancellations to course dates must be agreed and confirmed between The Student or The Customer and 1st Responder once course dates have been originally agreed;
22. Failure by any Student to attend a course on the date and at the time agreed, will result in loss of monies relating to that day (see 23 below);
23. Any extra days and/or expenditure required to complete the course (due to 22 above) shall be the sole liability of The Student or The Customer at the rate of £50 per student per day;

Miscellaneous

24. Lost and/or broken equipment (caused by The Student) must be paid for by The Student or The Customer at replacement cost;
25. No liability will be accepted by 1st Responder for consequential loss, damage or expense incurred due to unforeseen circumstances and/or any other events which cause any course to be delayed, changed or cancelled in any way;
26. No liability will be accepted by 1st Responder, its agents or employees for any loss or damage to equipment, possessions or property of The Student and/or The Customer and/or any injury howsoever caused;
27. First aid courses are performance based, therefore minimum levels of skill attainment are required prior to certification being issued. Course enrolment and participation are therefore no guarantee of certification;
28. Our course schedules allow sufficient time to satisfactorily complete all required and optional skills. However, certain students may require extra session(s) to attain satisfactory skill levels and meet the performance requirements of the course - these sessions will be charged at a rate to be decided by 1st Responder;
29. First Aid is a practical subject. Participants are normally expected to be physically fit - enough to kneel, twist and bend over simulated casualties, to sit on the floor, perform simulated CPR, roll, help roll and help lift simulated casualties;
30. Part of the course may well occur out of doors. Students will be expected to be responsible for their own warmth and waterproof clothing. If Students are inadequately equipped we reserve the right to exclude them from the outdoor session for safety reasons and therefore they will fail the course;
31. Please bring any medical problems or issues that may affect your ability to complete a course to the attention of your course instructor before the course starts. (e.g recent injury, learning disability, dyslexia, etc.). We will make all reasonable adjustments to account for this during our courses. We will not exclude anyone from our training but reserve the right to ensure all reasonable adjustments are in place to meet our statutory obligations. If you do not disclose information about yourself or your group at the time of booking, we reserve the right to cancel a course. If in doubt, please call us;
32. The Student and/or The Customer's group members are expected to behave in a safe and reasonable manner. If 1st Responder and/or the course instructor find that this is not so, 1st Responder reserves the right to cancel the course at any time or ask individual students to leave.
33. In the event that para. 32 above is invoked, the full course fee will still be payable and no refund of monies/deposits paid will be due;
34. The Student and/or The Customer agrees to abide by the rules of 1st Responder in all training matters;
35. The decision of 1st Responder and/or the course instructor shall be final in relation to any and all training matters.