



# Briarfield Training Solutions

Delegate Booking Form

 07956 66 55 75

Please complete and email to: [Briarfieldtrainingsolutions@gmail.com](mailto:Briarfieldtrainingsolutions@gmail.com)

**Name:** Please type/print your name clearly as you wish it to appear on your certificate.

**Home Address:**

**Post Code:**

**Contact Telephone Number:** preferably mobile

**E Mail Address:**

**What course are you booking on?**

**Start Date:**

**Important Information.**

Do you have any learning barriers/difficulties/disabilities that we need to be aware of during the course? For example, dyslexia requiring handouts to be printed in a different colour. We may contact you in advance of the course start date to discuss how we can help you further.

**If none, please state none.**

Please tick this box to acknowledge that you have read our bookings and cancellation policy.

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**Signature:**

**Date:**

Please indicate how you intend to pay.

Cheques should be made payable to

**Briarfield Training Solutions**

and please ensure you write your course name/date on the back.

BACS

☐

Cheque

☐

Invoice

☐

Cheque

☐

Cheques to "Briarfield House", 62 Westlands Way, Leven, Beverley, HU17 5LG

£1 for every course booking being donated to find a cure for dementia.

Alzheimer's Research UK is a registered charity, numbers 1077089 and SC042474



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## Booking and cancellation policy for individual bookings.

- A telephone/email booking is only guaranteed upon clearance of payment which must be made within 5 days.
  - If you must cancel the course, the following charges will apply: -
    - An alternative delegate within 6 months can be substituted at any time, without any additional fees.
    - There will be no charge if you give 1 full calendar months' notice is given prior to first day of course.
    - 50% will be refunded if notice is given in writing/email within 14 days of the course.
    - There will be no refund if there is less than 14 days' notice, except in the event of a bereavement/hospitalisation as outlined below: -
      - Failure to attend a booking on the day or leaving during the course for any reason will result in the loss of the full course fee.
  - Briarfield Training Solutions are not responsible for travel arrangements and travel expenses incurred by delegates because of cancellation.
  - If you or a member of your immediate family are hospitalised or there is a death of your immediate family within 14 days of the course start date, upon receipt of requested proof, if you cannot book an alternative date within 6 months, Briarfield will refund 50%.
    - Immediate family members will be defined as parents, spouses, live-in partner, son/daughter or stepchild residing in the same home as the delegate and grandchild. It will also include grandparent's funeral arrangements however, it will not include siblings, in-laws, aunts, uncles, nephews, nieces, ex partners/spouses or pets.
  - Briarfield Training Solutions reserve the right to cancel any course if there are insufficient numbers to run a viable course. We will endeavour to provide as much notice as possible but at least 4 days' notice. Delegates will be provided with the opportunity to transfer to another course date, or a full refund of any fees paid.
  - If a course is delivered in less time than the advertised time, for example delegates work through breaks, take a shorter lunch or there are lower numbers which enable the trainer to deliver the syllabus in less time, no refund will be made.
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