



Section 1 – Course Details

Course title:

Venue:

Date:

Section 2 – Learner Details

Name:

Home Address:

Work Address:

Work Tel No:

Home Tel No:

Mobile No:

Email Address:

Equal Opportunities Policy

If there is anything that may affect your learning that you feel we should be aware of, please provide details below:

If you have a medical condition that we should be aware of i.e. epilepsy, diabetes etc. please give details below:

Sex:	Male / Female
Date of birth:	(dd/mm/yy)
Ethnic Origin (please tick box)	
Asian British <input type="checkbox"/>	Chinese <input type="checkbox"/>
Asian Other <input type="checkbox"/>	Indian <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Black African <input type="checkbox"/>	White British <input type="checkbox"/>
Black British <input type="checkbox"/>	White European <input type="checkbox"/>
Black Caribbean <input type="checkbox"/>	White Other <input type="checkbox"/>
Black Other <input type="checkbox"/>	Other Ethnic Group <input type="checkbox"/>
Section 3 – Payment Details	
Total amount payable:	£
Please fill in the details and select a payment option below	
Contact Name:	
Company Name:	
Billing Address:	
Email Address:	
Tel No:	
Option 1 – I wish to pay by bank transfer	
Account Name:	Gryphon Event Safety and Security Ltd
Account Number:	17140368
Sort Code:	30-93-58
Reference:	Your name and course date

Option 2: Invoice

(Please note that payment is due on receipt of the invoice in order to secure a place on the course).

Company Registration Number/Proprietors' name:

Purchase order number:

Option 3 – I wish to pay by cheque

Cheques are made payable to "Gryphon Event Safety and Security Ltd"

Cheque No:

I agree to abide by the terms and conditions of the Course Bookings process laid out by Gryphon Event Safety and Security Limited.

Signed:

Print Name:

Date:

Return to:

**Gryphon Safety and Security
Unit 20
Springfield Business Park
GRANTHAM
Lincs
NG31 7FZ**

It is important to remember that course places will not be considered 'booked', or deducted from the course 'places available' on the system until full payment has been received.

Terms and Conditions for Course Bookings

Bookings are made subject to the following terms and conditions:

Course Bookings

Bookings can be made by email, telephone or letter. Telephone bookings should be confirmed in writing where possible.

Provisional Bookings

To register your interest in a course, a provisional booking can be made with a deposit. However, this will not guarantee a place on a course. Bookings secured in full payment will take priority over any provisional bookings.

Payment Terms

Our payment terms require either a 20% deposit of the total course cost or full payment taken at the time of the booking in order to secure a place on a course. The remaining balance will be due no later than 28 days prior to the course commencing. Course bookings that are made within 28 days of the start of the course will require payment in full at the time of the booking.

Payment by Employer

Where you wish to request invoicing to your employer, Option 2 under Section 3 – Payment Details, must be completed. Once all checks have been completed, a confirmed place on a course will be issued by email and an invoice sent to your employer. Full payment will be required prior to the course commencing. Purchase Order numbers are to be quoted where applicable.

Transfers

Should circumstances mean that you are unable to attend a course and wish to transfer to another course, the following financial incursions will apply depending on notice given:

More than 4 weeks prior to the course start date – No charge

Between 2 and 4 weeks notice given – 25% of the course fee

Less than 2 weeks notice given – 50% of the course fee

Cancellations

Should circumstances mean that you have no choice but to cancel your course, the following financial incursions will apply:

More than 4 weeks prior to the course start date – No charge

Between 2 and 4 weeks notice given – 50% of the course fee

Less than 2 weeks notice given – 100% of the course fee

Cancellations must be made in writing by post or by email.

Non-Attendance

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

Late Arrivals / Missed Sessions

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

Unforeseen Circumstances

There are occasions where unforeseen circumstances may require us to cancel a course. Should this be the case, you will be given as much notice as possible and either a free transfer to another course date or a full refund.