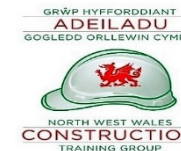


Ffurflen Archebu GHACOG/ NWWCTG Booking Form



<i>Enw Cyswllt</i> Contact Name:		Levy Number:	
<i>Enw'r Cwmni</i> Company Name		<i>Purchase Order No(If Applicable):</i>	
<i>Rhif Ffôn</i> Telephone Number		: Ebst/Email	

<i>Hyfforddiant/Cwrs</i> <i>Training/Course</i>	<i>Dyddiad Cwrs/</i> <i>Course Date</i>	<i>Enw Mynychu</i> <i>Delegate Name</i>	<i>YG Mynychu</i> <i>Delegate NI</i>	<i>Dyddiad Genu</i> <i>Mynychu/</i> <i>Delegate D.O.B</i>	<i>Cyfanswm £/</i> <i>Amount £</i>

To complete the booking please sign and date in the box. Please note that by doing this you are confirming you have the authority to book the course and are agreeing to Terms and Conditions below .

<i>ENW</i> NAME:		<i>DYDDIAD</i> DATE:	
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PLEASE NOTE if booking an online HSA, SMSTS, SSSTS, SEATS course please provide an address below you wish the handbooks to be sent to.

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North West Wales Construction Training Group

Terms & Conditions

The terms and conditions specified below are a complete statement of the legally binding agreement between the parties and supersede all prior discussions, correspondence and representations made prior to the date of booking unless otherwise agreed to and evidenced in writing by both parties, and shall apply from such date as the booking is accepted by the Member/Company.

In these terms and conditions of trading, NWWCTG means North West Wales Construction Training Group. The Delegate means the person(s), Company or Members to whom the services of NWWCTG are provided. TP means the Training Provider, third party which the Group pays to provide training.

1 BOOKING PROCEDURES: Please book via e-mail to enquiries.nwwctg@outlook.com or by telephone.

2 COURSE INSTRUCTONS: These will be sent to you approximately 1 weeks prior to the commencement of the course to confirm: the title of the course, date(s), start / finish times, venue, facilities available and directions. (by e-mail or by post) If this is not received please contact NWWCTG.

3. FEES: All course fees include the cost of NWWCTG administration, documentation, use of equipment, all course notes, use of training materials and certification. Fees are valid for 30 days from date of quotation. For accredited courses fees will include registration, assessment and certification. On receipt of bookings NWWCTG will confirm the agreed fees in writing, which must be acknowledged in writing prior to commencement of training. (Full invoices and administration invoices will be raised prior to the course.)

Fees are payable in within 28 days of booking. NWWCTG reserves the right to withhold certificates until all outstanding fees have been paid. Failure to pay fees will result in future training being withheld until invoices have been paid or withdrawal from the group

Payment Policy

All Invoices state that our payment terms are 28 days from the date of invoice.

- i. Invoice will be sent to member on receipt of booking along with the Training Provider's Joining Instructions for the course.
- ii. Statements will be emailed monthly to members. They will detail the outstanding balance, by invoice date, number and value.
- iii. After 60 days the member will be emailed a final reminder informing them that their training will be suspended if payment has not been received within 28 days.

Failure to receive payment within a period of 90 days of the issue of the invoice will result in the account being suspended and training withheld until payment has been made.

3. CANCELLATION: Cancellations can only be accepted in writing.

If the Delegate requests cancellation or postponement of any course: no fees will be payable PROVIDED that not less than 15 days written notice is given to NWWCTG. If less than 15 days written notice is given, NWWCTG reserve the right to make an appropriate charge for administrative and other expenses as follows:

- 15 days to 72 hours written notice prior to course start date = 50% of the course full fee(as chargeable to non- members)
- Less than 72 hours written notice prior to course start date = 100% of the full course fee(as chargeable to non-members)

Appeals can be to the executive board if for any reason, you are unhappy with this decision. Appeals can only be made in writing.

NWWCTG reserves the right to cancel or postpone any course: If this becomes necessary, as much notice as possible will be given and the client will be offered a choice of:

- a full refund of fees or deposit already paid (if the course has not yet commenced)
- an alternative date to commence or complete the course as appropriate to the circumstances.

4. NON ATTENDANCE: If you fail to attend the course, the course fee will remain payable in full.

6. SUITABILITY: It is the responsibility of the delegate to check if the course meets their training needs and whether they have the required skills and knowledge for entry on to the course. In addition, they should have the aptitude and capacity to cope with an intense course of study and be able to use the knowledge and skills learnt during the course. [For certain courses, delegates must not suffer from any medical or other condition which would restrict their ability to undertake practical work which can be an essential part of the training.] If a delegate is considered unsuitable in the opinion of any instructor(s), with due consultation the delegate may be asked to leave the course. In this event, NWWCTG reserves the right to charge the fee for that delegate.

7. PROPERTY OF TRAINING PROVIDERS AND VENUES. Any equipment and training materials supplied by TP or Venue remain the property of the TP or Venue, apart from free issue course notes and other such material, which will be clearly identified. All such material is Copyright and no copying or publishing of any part of it is permitted without the written permission of TP.

8. EQUIPMENT. Delegates are expected to bring appropriate equipment and wear appropriate PPE that is required in order to complete the course they are booked on. NWWCTG will inform them of what to bring in the Joining Instructions provided by the TP.

9. HEALTH AND SAFETY. The TP will produce full risk assessments pertaining to training courses that they undertake, and all instructors undertake a dynamic risk assessment of at all venues. Where appropriate, delegates will be advised of any possible hazards which may be present during the course of training and procedures they should adopt to eliminate or minimize the risks pertaining to the hazards. The delegate is required to ensure compliance with any Legislation, Regulation, Code of Practice or Guidance laid down by the Health and Safety Executive.

10. DISCLAIMER. NWWCTG shall not be liable for any loss, damage, expense, injury or delay of any kind to the client, employee of the client or any third party, by any act, default or omission howsoever caused, except insofar as such liability cannot be excluded by law.

11. ALTERATION. NWWCTG reserves the right to amend these terms and conditions without prior notification. English Law shall govern these Terms and Conditions of Trading. Any alterations, modifications or extensions affecting the above clauses shall not be valid unless agreed by NWWCTG and acknowledged in writing.

12. DATA PROTECTION ACT 2018: The details you provide are held and processed by NWWCTG on computer. The forms are also kept manually. The information is used by NWWCTG for the administration of the training course. Details are disclosed to TP and course tutors; contact details are available for other course attendees to complete the registration process. By agreeing to the Terms and Conditions you are agreeing for the Group to use your information. Please read through Data Protection Act 2018 for more details.