

Training Course Booking Form

Please return this completed booking form by:

Email: training@thefpa.co.uk

Course details

Course name:	
Course date(s) - preferred:	Alternative:

Delegate details

First name:	Last name:
Job title:	
Email:	Contact No:

Delegate Job role: Architect, Building Specifier Building Manager Facilities Manager
 Building Related Consultant Fire & Rescue Services Fire Systems Installer Health & Safety Consultant
 In-house Health & Safety Manager Fire Risk Assessor
 Other (please specify) _____

Industry sector:

Additional information e.g. dietary or access requirements:

Contact address:

Post code:

Membership No:

Billing details

Please tick this box if the billing details are the same as the contact address

Financial contact first name:	Last name:
Company name:	
Company address:	Post code:
Financial contact email:	
Financial contact telephone:	

Payment method

Cheque (enclosed for the total cost of the order, payable to the Fire Protection Association)

Please invoice

Our Purchase Order No:

Please enclose a copy

BACS

BACS Payment - to make a payment via BACS our account details are as follows:

Account Name: The Fire Protection Association

Bank Address: National Westminster Bank PLC, Cambridge King's Parade Branch, 10 Bennett Street, Cambridge CB2 3PY

Sort Code: 60-04-23 **Account No:** 24069922 **Swift Transfer No:** NWBK GB 2L **IBAN No:** GB81 NWBK 6004 2324 0699 22

Please sign to confirm you have **READ OUR TERMS & CONDITIONS** and agree to adhere to them

Signed

Date

Please provide details of available accommodation



Terms and conditions

1. Upon receipt of the Fire Protection Association training course booking form and purchase order number, an invoice will be sent confirming your booking. However, if you are requesting an invoice without a purchase order number your booking will only be confirmed when full payment is received.
2. Payment terms are 30 days from date of invoice OR prior to the start of the course, whichever is soonest.
3. Full joining instructions will be sent to the email address provided by the booker no later than two weeks before the course commences. If the booking is made within the two weeks before the course, joining instructions will be issued upon receipt of payment or purchase order number.

3.1 Open courses

Where a cancellation is received on or later than two weeks before the commencement of the course, no refund will be made.

Transfer of a booking on or within two weeks of the start date to a later date will be subject to an additional 10% charge, and the original invoice will stand. Cancellations made before this time may be subject to an administration fee.

3.2 In-company courses

Where a cancellation is received three to five weeks before the start of the course, there will be a charge of 50% of the course cost. Where a cancellation is received within three weeks of the course, the full course cost will be payable.

Where a cancellation is received up to five weeks before the commencement of a course, there will be no cancellation charge. The Fire Protection Association reserves the right to charge for any development work and/or course administration that has been undertaken before that date.

- 3.3 We will try to accommodate requests for postponement, changes in names, reductions in numbers, changes to duration or changes to agreed dates whenever possible, but reserve the right to impose a cancellation charge or the forfeit of deposits.

4. Payment details: cheques should be made payable to 'The Fire Protection Association' and crossed 'A/C payee only'. Switch, Solo, Visa, Access, Eurocard and Mastercard facilities are available.
5. Non payment: in the event of non payment, interest will be charged with effect from the first day of the course at a rate of 2% per month or part thereof, added to the course fee, with any discount disallowed.

Delegate agreement

We endeavour to maintain a high quality portfolio of relevant and up to date training through robust processes and review. All delegates taking part in our training courses and qualifications are expected to participate actively to the completion of the programme, including any post course assessment that may be required. It is understood that any assessment undertaken will be the delegate's own work, and sources referenced appropriately. We are happy to provide delegates with further advice and guidance regarding assessment should it be required.

General course information

1. The Fire Protection Association shall endeavour to ensure that the published programme for training is provided; however the Company reserves the right to alter published timetables and speakers/trainers.
2. The courses shown are those currently offered by the Fire Protection Association, and the contents remain the property of the Fire Protection Association at all times.
3. Accommodation is not included with any of our courses. Further advice about accommodation is available from the Training department on +44 (0)1608 812 500.
4. Refreshments: all 'open' courses include refreshments and other meals as appropriate.
5. Transport is not included with any of our courses. All prices are exclusive of transport either to or from the training venue.
6. Overseas delegates: delegates are reminded that the language of instruction is English across all of our courses, with no exceptions.
7. Special requirements: delegates are requested to provide advance notice of any special requirements they may have.
8. The Fire Protection Association reserves the right to cancel an open training course if the minimum delegate numbers have not been reached. The Fire Protection Association will endeavour to give two working weeks' notice of cancellations. The Company's liability shall be limited to a refund of any booking fees paid.