

Training Course Booking Form

To book one of our training courses, please fill in the following form and fax it back to us on 01823 328589.

Your Details

Name

Address

Town

County

Postcode

Telephone

Email

D-O-B

Course Details

Course Title	Course Date	Course Cost £
Course Title	Course Date	Course Cost £
Course Title	Course Date	Course Cost £
Course Title	Course Date	Course Cost £
Total £.....		Plus VAT @ 20% = £

Payment

Please note that all 1 day courses are to be paid for at time of booking. All other courses must have a deposit paid at time of booking & the remainder to be paid in full at least one month prior to training taking place. Please ring for further details.
We accept most types of payment, Visa, Visa debit, MasterCard, etc.

Cheque / Bankers Draft Yes/No

Credit / Debit Card Yes/No

Name on Card

Card Number

Start Date Expiry Date CVV

Card Holders Address (If Different from Above)

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I have read & agree to the terms & conditions

I Mr/Mrs..... hereby authorise "Hickleys Ltd" to deduct the sum of £.....

Please send this booking form via one of the following methods:

POST Nicky Summers, Training Administrator, Hickleys Ltd, Castle St, Taunton, Somerset, TA1 4AU.
PHONE Call Nicky Summers on 01823 328604 with your card details.
FAX Fax this form to Nicky Summers on 01823 328589

P.T.O. for Declaration Form

NB. Please ensure you notify us of any special dietary requirements or any pre existing medical conditions that you think we should be aware of.

Declaration

Thank you for booking one of our training courses.

It is a requirement by law that we ask all delegates to declare any information with regard to any offences and or convictions.

It will not be possible for you to attend any of the courses without filling out the form below.

Declaration

Any convictions within the last seven years? YES / NO

Nature of offence.....

Have you ever been refused legal or security based training or employment in the past? YES / NO

If YES please supply reasons.....

.....

Name.....

Signature.....

D-O-B.....

Date.....

**Please ensure you send a current photo or copy of photo I/D
(Driving Licence/Passport/Photo) when you book your course**

Terms & Conditions for all Training Courses

1. All terms will be subject to English Law.
2. A non-refundable deposit will be taken upon booking & balance must be paid in full at least one month prior to any training taking place. If booking is made within the month of training payment must be in full.
3. Cancellations;
"Hickleys Ltd" reserve the right to cancel or alter dates of any course within 2 weeks of training taking place. If there are students booked onto these courses they will be offered an alternative date or a full refund.
4. We will endeavour to offer alternative dates if a student cannot attend a booked course through circumstances beyond their control, any medical problems or bereavements. Where we cannot offer an alternative date any payments received other than the deposit will be refunded.
5. "Hickleys Ltd" reserve the right to refuse a student entry to any training if payment hasnt been made.
6. All students will abide by any "Fire, Health & Safety" in place at the course location. Fire, Health & Safety will take preference over all aspects of all courses.
7. All students will be expected to behave in a manner befitting the course, behave so as not to be disruptive to other students, refrain from being under the influence of alcohol or drugs and not behave in a criminal manner.
8. Any information made on all booking forms will be treated in confidence.

