

MIND JERSEY TRAINING

SECTION 1 – LEARNER DETAILS

Name -----
Address -----
Telephone Number -----
Email Address -----

Equal Opportunities Policy: MIND Jersey is committed to improving its provision for people with disabilities and/or learning difficulties.

If there is anything that may affect your learning that you feel we should know about, please provide details below:

If you have any food allergies or special dietary requirements that we will need to advise the course venue of, please provide details below:

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

SECTION 2 – COURSE DETAILS

Course Name -----
Course Date -----

SECTION 3 – PAYMENT DETAILS

Please note: Payment is due under our Terms and Conditions

☐ **Invoice employer**

Contact Name -----
Company Name -----
Invoicing Address -----
Telephone -----
Email Address (if known) -----

☐ **BACS payment**

Bank: Lloyds
Ac Name: Mind Jersey
Sort Code: 30-94-61
Account No: 01275064

☐ **Debit/Credit card**

(we will call to take payment details)

MIND JERSEY TRAINING

Terms and Conditions

Bookings are made subject to the following terms and conditions as set out below:

1. COURSE BOOKINGS

Course enquiries can be made by email, post, telephone or via our website. To book onto a course you must submit a completed booking form. All bookings will be confirmed by email.

2. PAYMENT

Our payment terms require payment to be made prior to the course. Payment can be made by Debit/Credit card, BACS or Invoicing. MIND Jersey reserves the right to cancel your course booking should payment not be received by the required due date.

2. TRANSFERING YOUR COURSE BOOKING OR AMENDING DELEGATE DETAILS

Should circumstances mean that you need to transfer to another course or change the details of the delegate attending the course, please provide at least three days notice, where possible.

3. CANCELLATIONS

Should circumstances mean that you need to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply: - Less than 7 days prior to the course start date –50% of the course fee. Cancellation must be confirmed in writing and received by the due date.

6. FAILURE TO ATTEND/COMPLETE A COURSE

If you do not attend a course or fail to complete the course in full, the full course fee remains payable and non-refundable.

7. LATE ARRIVALS/MISSED SESSIONS/CONDUCT

To conform with the requirements for regulated qualifications, attendance at all sessions is mandatory so it will be deemed that you have not met the assessment criteria if sessions are missed. If your behaviour whilst attending a course is deemed as inappropriate, including threatening behaviour, bullying, racial or sexual harassment or generally disruptive to other delegates, you will be asked to leave the course. In all such cases, whether a classroom-based course or distance learning, the full course fee remains payable.

8. CERTIFICATION

Certificates are provided for successful completion of training/assessment as appropriate and are supplied only following full settlement of course fees.

9. CANCELLATION BY MIND Jersey

On occasions, unforeseen circumstances may require MIND Jersey to cancel a course or move to an alternative venue. In such circumstances you will be given as much notice as possible and the option to transfer to another course or request a full refund of fees paid.