

DELEGATE NAME			
OCCUPATION			
ADDRESS			
LANDLINE		MOBILE	
EMAIL ADDRESS			
DIETARY/OTHER REQS			
COURSE DATE+YEAR		RECOMMENDED BY:	
	PRICE	TICK	
FULL PRICE ADULT	£500		
FULL TIME STUDENT	£250 (half price)		
PARENT+CHILD COMBO	£600 (£150 off)		
OAP	£380 (£120 off)		
THE FEE PAYABLE FOR MY PLACE ON THE NOMINATED COURSE IS:			
MY CHOSEN METHOD OF PAYMENT IS:                      CHEQUE                      BACS			
<ul style="list-style-type: none"> <li>• One booking form must be filled in for each applicant. You may pay with one payment.</li> <li>• Students must send in a copy of their student ID card to qualify for the student rate.</li> <li>• OAPs must send in a copy of their bus pass to qualify for the OAP discount.</li> <li>• If you recommend a friend you will get £50 cashback when you attend the course, provided your friend names you on their booking form and does not cancel their place.</li> <li>• Only one type of discount applies to each delegate unless otherwise agreed.</li> </ul>			
In signing this you are agreeing to be legally bound by the Terms and Conditions on p2 of this booking form. Places will only be confirmed when your payment has cleared.			
Signed:			

# Terms and Conditions

## **Booking and Payment**

A completed booking form and payment are required to secure a place on a course. Parents/teachers must fill in one booking form for each child. We reserve the right to refuse a booking for whatever reason. Cheques must be made out to Blue Orchid Consulting Ltd and must be received 14 working days before the start of the course. The start date of the course cannot be counted as one of the 14 days. Please contact us for bank details for BACS transactions. If making a BACS payment, please quote your surname as the reference and advise us by email of this, including the ref used. Places will only be confirmed once your booking form and fee have been received.

## **Discounts**

Any discounts for recommending a friend will be paid to you as cashback on the course in return for a signed receipt, provided you have been named on the booking form as the recommender, and the friend does not cancel their place prior to the course. Only one form of discount applies per delegate.

## **Delegates changes and cancellations by delegates**

Blue Orchid Consulting Ltd reserves the right to refuse a delegate change and will charge a fee of £25 for such a change. If the change is so late that a certificate has already been completed, then a fee of £60 will be payable to cover the order for a new one. If the client cancels more than 14 working days before the start of the course, a full refund minus any costs incurred up to that point will be made. If a client cancels in the 14 working days prior to the course, no fees will be refunded. The start date cannot be counted as one of the 14 days.

## **Teachers, parents, guardians, support workers**

Any student under the age of 18 must attend with a responsible adult, who must remain with the student in the course and will be responsible for them at all times.

## **Cancellation by Blue Orchid Consulting**

In unusual circumstances, it may be necessary to postpone or cancel a workshop due to unforeseen circumstances. If this occurs, Blue Orchid Consulting Ltd will offer clients an alternative date, a credit note or a full refund. We cannot accept any further liability for the cancellation of any workshop.

## **Copyright Policy**

From time to time Blue Orchid Consulting Ltd may amend or change the course content. All delegate notes, handouts and assessments are either the property of Learning Strategies or Blue Orchid Consulting Ltd, and as such, cannot be reproduced or copied in any form without gaining prior written consent from the relevant party.

## **Liability and legal disputes**

Firm guidelines are given to delegates about how to use the material. We do not accept responsibility for delegates' actions as a result of a misinterpretation of our workshops and accompanying notes, however accidentally or unknowingly made, or for any deviation from the tutoring given, no matter how this is caused. Any legal disputes shall be brought before the English courts.

Ends