

ACORN MEDICAL SERVICES

Training Course Booking Form

Forename/Given name:		Postal Address (inc postcode)	
Middle Initial: (if applicable)			
Surname/Family name:			
Home Number:			
Mobile Number:			
Email Address:			
How did you hear about us:			

Course Title:			
Course Date/s			
Venue:		to	

Do you have any learning conditions we may need to know about?

From time to time we may take photographs of courses/ learners for social media/web page use, or for advertising. Please indicate your wishes below with a X regarding this.			
I am happy with my photo be taken		I do not want my photo to be taken	

I confirm I have read and understand the terms and conditions and wish to attend the above stated course.			
Signed		Date	20____
Print Name			

<i>AMS Use Only</i>	<i>Inv No</i>		<i>Paid</i>		<i>Type</i>	
<i>Cert No</i>		<i>Pstd</i>	<i>Colltd</i>			

Acorn Medical Services
BG Futures Building
Longdales Road
Lincoln
LN1 3DY

E: medic999@acorngroup.org.uk
T: 08000 358 999 (24 hours)
M: 07905 913 944 (24 hours)
D-U-N-S Number: 223211027
Qualsafe Centre number: 907314

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Terms and Conditions

Payment/ cancellation

- Full payment of the course fee must be made no later than 21 (twenty-one) days prior to the course commencing date. This confirms your course place.
- Cancellation of attendance on the course can be made up to 14 (fourteen) days prior to commencing date without penalty.
- Cancellations made 13 (thirteen) days or less will incur a 100% cancellation fee.
- If for any reason **we** have to cancel a course, you will be issued with a full refund or you can have a credit note against the rescheduled course.
- Candidates who are absent on the first day of any course will, without exception, forfeit all monies paid.

Copyright

- Any material, such as paper handouts, reference guides etc, that we or our tutors supply to you or use for the duration of the course, are subject to copyright. Without our written consent such materials are not be reproduced in any format or sold on under any circumstances.

Training

- Some of our courses involve physical activity. Candidates should ensure they are physically and medical fit to take part.
- Full instructions as to location, facilities, parking etc will be sent to all candidates on the supplied email address once full payment has been received.
- If a candidate is unable to complete the training or assessment once it has commenced, no refunds can be given.

Certification

- All certificates will be issued using the name and address provided on the course booking form or as advised to us before the date of the course. A £15.00 admin fee will be charged for duplicate certificates where the wrong name had been supplied to us.
- No fee is payable if we make a spelling mistake.

Please complete page 1 and return to us. If paying by BACS, please allow up to 5 working days for this to reach our bank. Retain page 2 for your records.