**Course enquiry form**

Please complete and post back to:

By Your Side Ltd, 50 Newfield Lane, Hemel Hempstead, Hertfordshire, HP2 4DX

Alternatively complete form and email to sarah@byyoursidehomecare.co.uk

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| --- | --- |
| Your Name: | Position: |
| Company: | Address: Postcode: |
| Telephone: | Email address: |

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| Course Name: |
| Dates: |
| Number of Delegates: |
| Names of Delegates: |
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**Terms and Conditions for Training Courses**

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| **Delegate Information**  |
| Please advise us in advance if delegate(s) have any special dietary requirements, any physical disabilities that would impact upon the course or any communication barriers that would impact upon the training course. We will endeavour to cater for everyone but we do require notification in advance.  |
| Delegates should be physically fit to withstand the rigours of any practical based training. If there are any doubts about the fitness of a delegate to attend a training course, then the onus will be on the client and delegate to seek a medical opinion.  |
| Delegates are required to arrive at the course in good time. If the delegate is unable to attend on the day of training due to unforeseen circumstances, we will still have to charge you as we still incur the costs and will not be able to sell the place to another client.  |
| **Cancellations**  |
| By Your Side Limited reserves, the right to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service. In the event of a cancellation, bookings will normally be transferred to the next available course unless the client specifically requests otherwise. If a booking is cancelled or transferred to a different course by the client, By Your Side Ltd reserves the right to apply the following charges;

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|  | **Notice Given by Client**  |  |  | **% of course fee levied by By Your Side Limited**  |  |
| More than 28 days  | 0%  |
| 15 – 28 days  | 25%  |
| 3‐14 days  | 50%  |
| 2 days or less  | 100%  |
| Non‐attendance without notice  | 100%  |

Telephone cancellations can be accepted but must be confirmed immediately in writing (by post or email).  |
| **Payments**  |
| Please ensure that payment is received within 30 days of the invoice &/or before the event – whichever is sooner.  |
| Your place on a course will be confirmed once payment has been made (training certificates will not be dispatched until full payment is received).  |
| **Liabilities**  |
| By Your Side Limited hereby limits its liability for any loss or damage, or any consequential or indirect loss arising from the performance of or failure by By Your Side Limited to perform any of the hereunder to two times the fee received by the By Your Side Limited in the calendar year in which the alleged negligence occurred.  |