

Training booking form

Please reserve places on the following courses:

Student details			Course Details	Requalification	
Student surname	Student forename(s)	Mr/Mrs/ Miss/Ms	Course name	Course dates	Date of last FAW or AED Cert.

Please read the booking terms and conditions together with the guidelines for candidates and employers on the reverse, before completing this form.

About the student

Name _____

Company name (not applicable for CFA courses) _____

Company / Private address _____

Postcode _____

Telephone number _____ Fax number _____

Email address _____

About the person booking the course (joining instructions will be sent here, unless requested otherwise)

Name _____

Position within the company _____

Company name _____

Address _____

Postcode _____

Telephone number _____ Fax number _____

Email address _____

Your purchase order number (if required) _____

Invoice address (if different from person booking the course)

Company Address _____

Postcode _____

Signature _____ Date _____

I enclose a cheque made payable to St John Ambulance to the value of £ _____

Unless agreed in writing by prior arrangement, payment **MUST** be made before the commencement of the course.
Please fax or post your completed form to the address below.

St John Ambulance Jersey

Office Manager, 14-16 Midvale Road, St. Helier, Jersey JE2 3YR. Tel: 735611 Fax 617520 Email: countyhq@sja.org.je

Terms and conditions

Our aim is to make it as easy as possible to learn first aid and related subjects with St John Ambulance. The following conditions are therefore intended to be as simple as possible to meet your training needs.

1. Bookings may be made by email, via the St John Ambulance website, fax, letter or telephone. Telephone bookings must be confirmed in writing on request
2. Payment should be made two weeks prior to course start date against our invoice, or in advance with your booking
3. Should circumstances mean that you need to transfer to another St John course, then the following charges will apply dependent on notice given:
 - More than four weeks prior to course start date - First transfer: no charge.
Subsequent transfer: minimum charge 25%
 - Two to four weeks notice given - 25% of course fee
 - Less than two weeks notice given - 50% of course feeFree transfer applies to the first transfer only. Subsequent transfers incur a minimum charge of 25% of the course fee, rising to 50%, dependant on notice as shown above
4. If you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:
 - More than four weeks prior to course - No charge
 - Two to four weeks prior to course - 50% of total course fee
 - Less than two weeks prior to course - Full fee – i.e. no refund
(Cancellation or transfer must be made in writing and received by St John by the due date)
5. If you do not attend a course, and have not previously informed us, the full course fee remains payable
6. If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable (to conform with Health and Safety Executive requirements for Statutory Certificates, attendance at all sessions is mandatory)
7. On occasion for unforeseen circumstances St John Ambulance may find it necessary to cancel a course. In such circumstances you will be given as much notice as possible and the offer of a free transfer to another course date, or a full refund of fees paid
8. To be eligible to attend a two day Requalification course, candidates must be in possession of a valid first aid at work certificate issued by an HSE approved provider, which is 'in date' on the last day of the Requalification course.

Guidelines to candidates/employers:

The duties of a first aider can be physically demanding. It is the employer's responsibility to ensure that candidates are free from any condition which would affect their capability, and that they have the aptitude to cope with an intensive course of study. We welcome candidates with disabilities for training, but it remains their employer's responsibility to ensure that they are appropriately supported in their workplace.