 **First Aid Course Booking Form**

Please return your booking form together with full payment, and a signed copy of the terms and conditions, to:

***MJK Training,*** ***61 Elm Road, Paulton, Bristol, BS39 7QX***

Please make cheques payable to Martin Kerton.

**Course Book this course? Cost**

First Aid at Work (3 day course)  £150 per person

First Aid at Work Refresher (2 day course)  £80 per person

Emergency First Aid at Work (1 day course)  £50 per person

AED training (Half day course)  £40 per person

Paediatric First Aid (2 day course)  £80 per person

Sports injury First Aid (1 day course)  £50 per person

**Course Date: ………………………………………………………………………………………………………………….**

**Name: ………………………………………………………………………………………………………………….**

**Address: ………………………………………………………………………………………………………………….**

**Telephone: ………………………………………………………………………………………………………………….**

**Email: ………………………………………………………………………………………………………………….**

**Date of Birth: ………………………………………………………………………………………………………………….**

Do you have any disability, medical conditions, allergies or special needs that might be affected by the course or that we might need to know about?

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***First Aid at Work Refresher Course only:*** *to do the 2 day refresher course you must be in possession of an in-date First Aid at Work certificate. Please indicate the date of previous certificate here and attach evidence of certification.*

*Previous certificate issue date: ................................................*

**Terms and Conditions**

MJK Training organises all the services offered on our website and promotional matter. These terms and conditions form the basis of the contract between you and MJK Training.

**Payment:**

Unless advised otherwise full payment will be needed to confirm the booking. Payment by cheque is preferred (to MJK Training).

MJK Training accepts group bookings on the understanding that the person making the booking is authorised to do so and accepts the terms and conditions on behalf of all the members of the group. If the number of persons attending a group booking reduces at less than 7 days notice the group will still be liable for the full original payment.

**Availability:**

All the courses are offered subject to availability. Some courses need a minimum number of clients and this will be identified in the details for the course. MJK Training reserves the right to cancel the course if the minimum number cannot be met and to either give a full refund, or offer a place on the next available course. Bookings should not be considered confirmed until you have received confirmation in writing (including email) from us.

**Cancellations and alterations:**

If you cancel within 7 days of the commencement of the course then we reserve the right to retain full payment.

If you have problems arriving on the day of the activity we encourage you to contact MJK Training on the number given. Please note that attendance for the entire duration of the course is necessary to complete and pass the requirements of the course. We reserve the right to consider the course cancelled if we think that you are significantly late (one hour or more being significant for most courses) and no refund may be offered.

**Complaints:**

Any complaints about courses must be notified to MJK Training on the day so that attempts can be made to resolve any problems there and then. Any other complaints should be forwarded to the office in writing.

**Our responsibilities:**

We cannot accept responsibility unless you or any member of your party suffer as a result of any proven failure to perform, or improper performance of, any part of our contract with you by any of our employees, agents or sub-contractors (providing they were carrying out work authorised by us). We cannot accept any responsibility where an injury, damage or loss has occurred during any of our courses.

I agree that I have read and understood the terms and conditions.

Signed ………………………………………………………………………………………….

Date …………………………………………………………………………………