

# Tree Life 1 Day Course Booking Form

at the Tree Life Training Centre, Syston, Leicester

## Applicant Information

Course: **Subsidence investigation protocol for LA Tree Officers and Consultants** at a cost of £111.63 including vat on the 28<sup>th</sup> April 2008

Name:

Current Address:

Post Code: .....

Home contact number:

Mobile contact number:

Do you have any dietary requirements you think we should be aware of:

How did you initially hear about the course:

## Employer Details

Current Employer:

Position:

Employer Address:

Town:

County:

Postal Code:

E-mail:

Fax:

Phone:

## Emergency Contact

Name

Phone:

Relationship:

## Payment Method

A cheque for the full amount of £111.63 enclosed payable to Tree Life A/C Ltd

My local authority order number written here\* to appear on a Tree Life invoice .....

Address where invoice is to be sent:

Home

Work

Specified address\*



I understand that the payment is non refundable and hereby give permission for my details to be used in order to process my booking form. A receipt in the form of a letter will be sent to you once the booking form has been processed. I have read and understood Tree Life's Terms and Conditions.

Signature of Applicant:

Date:

**Please fill in form and send with cheque/order number to:** Keely Dowson, Tree Life, 1319 Melton Road, Braemar Court, Syston, Leicester, LE7 2EN

\*Please write in the space provided if you have a specific address in which the invoice needs sending.

## **Tree Life Terms and Conditions: '1 day subsidence course' Course.**

### **Terms of reference**

For the purpose of these terms and conditions of the contract a candidate is defined as a person engaged in undertaking training provided or managed by Tree Life AC Limited.

For the purpose of these terms and conditions of the contract Tree Life is a company under the Companies Act 1985

Definition: A large company is defined as 50 or more employees.

### **Terms and conditions.**

#### **1. Location**

- 1.1. The set location for the subsidence course is currently Tree Life Training Centre, Braemar Court, Syston, Leicester, LE7 2EN. Tree Life reserves the right to change the course location at anytime so long as notice is given in writing to any student booked on the course having paid an enrolment fee.
- 1.2. It is not the responsibility of Tree Life to direct anybody to the site or offer any form of transport.
- 1.3. Any items brought onto the location are the sole responsibility of the candidate and Tree Life can in no way be held liable.

#### **2. Payment**

- 2.1. Full payment is required along with the application form to make a booking for this course; this can be made by cash or cheque. An order number will be accepted if it is from a local authority in which case an invoice will be sent detailing that order number. Until full payment is made the payment is the candidate booked on to the course's responsibility. Any invoice sent out must be paid within 30 days of the invoice date which will be stated on the payment terms.
- 2.2. No refund of any money will be given except in exceptional circumstances which will be determined and assessed by Tree Life on a case by case basis.
- 2.3. Tree Life is VAT registered and therefore all invoices will include VAT which will be clearly identified on the invoice.
- 2.4. If payment for goods and services are not received Tree Life are legally entitled to take the unpaid invoice to the small claims court to reclaim the balance outstanding.
- 2.5. Tree Life reserves the right to charge large companies (defined in terms of reference above), a rate of 8% interest over base rate for each late day of the agreed time limit for payment. The rate is set by the Late Payments of Commercial Debts (Interest) Act 1998.

#### **3. Discontinuation of the course**

- 3.1. Candidates not completing the whole or any part of the course will not be able to gain a refund except in exceptional circumstances determined and assessed by Tree Life. Any such circumstances must be put in writing and immediately seen by Keely Dowson of Tree Life.
- 3.2. The onus is on the candidate to ensure that the letter of circumstances has been received and is therefore being dealt with.
- 3.3. Even if a candidate does not show up to the course they are still liable for the payment.

#### **4. Communication**

- 4.1. All communication relating to any change in circumstances must be notified in writing, by letter, e-mail or fax.
- 4.2. Any other important information regarding elements of the course must be given in writing.
- 4.3. All details of the course such as timings is the candidates responsibility to make sure they have received or heard all of the information that has been available.

#### **5. Personal details**

- 5.1. Any personal information relating to the candidate will be kept on file but will not be given to third parties at any time without written authorisation from the candidate in question.
- 5.2. Information may be held for up to 10 years after candidates have been on a course with Tree Life.

#### **6. Copyright**

- 6.1. Any material produced by Tree Life is copyright of Tree Life Arboricultural Consultancy Ltd and therefore can not be reproduced without permission.

Created: 17/01/07