



FIRE TRAINING — ACADEMY —

Company Name:	Tel:
Address:	Fax:
	Course Location:
	Please state if this course is required on your premises
Email:	Course Date:
Names and email addresses of attendees:	

BOOKINGS & CANCELLATIONS POLICY

Fire Training Academy accepts firm bookings through the website, by fax, email and on the telephone. In making such bookings clients accept this 'Bookings and Cancellations Policy'.

PAYMENT

Course fees are payable in full after a booking is confirmed. Payment is taken by debit or credit card, cheque or bank transfer. **Payment MUST be received prior to the commencement of the course.**

COURSE CANCELLATION & AMENDMENT

Should you wish to cancel or amend any places on a course, this should be done giving at least 10 working days notice prior to the commencement date of the course, this should be done in writing or faxed. It is the responsibility of the client to confirm the arrival of a cancellation letter or fax. In the event that Fire Training Academy do not receive a letter or fax of cancellation giving the required notice or for non-attendance at a course there will be no refunds.

Fire Training Academy reserves the right to cancel a course up to and including the date of the course if insufficient bookings have been received. Delegates will be offered an alternative date or a full refund of the course fee.

Fire Training Academy reserves the right to refuse any booking.

Print Name.....**Signed on behalf of the company**.....

Date.....

Please tell us where you got our details from:			
Google	<input type="checkbox"/>	Yahoo	<input type="checkbox"/>
MSN	<input type="checkbox"/>	Yell.com	<input type="checkbox"/>
Flyer	<input type="checkbox"/>	Email	<input type="checkbox"/>

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