

# Tree Life 3 Day Prep Booking Form

For the RFS Dip. Arb. and AA Tech. Cert. Practical Management Exercises  
24<sup>th</sup> 25<sup>th</sup> 26<sup>th</sup> August 2010 at Sparsholt College

## Applicant Information

**Please complete this application form in black ink and in block capitals. Both your email address and postal addresses given will be used for the purposes of communication so please make sure that both are correct and clearly stated. Please tick boxes applicable to you for the course. This form should be filled in with reference to the course details. Any problems with the form call 01162606939.**

Examination: RFS Dip. Arb.  AA Tech. Cert.  I have passed the theory exams Y N

Name:

Current Address:

Mobile contact number:

Home contact number:

Email Address:

Where did you initially hear about the course:

Do you have any dietary requirement or medical conditions we should be aware of?

## Employer Details

Current Employer:

Position:

Employer Address:

E-mail:

Fax:

Phone:

## Emergency Contact

Name

Phone:

Relationship:

## Requirements

Item	Tick	Cost excluding VAT (£)	Cost Including VAT (£)
Option 1	<input type="checkbox"/>	300.00	352.50
Option 2	<input type="checkbox"/>	446.00	524.05
Option 3	<input type="checkbox"/>	419.00	492.33
Option 4	<input type="checkbox"/>	338.00	397.15
Option 5	<input type="checkbox"/>	368.00	432.40

Please refer to course details for explanation of options

**Total Payable**

## Payment Method

A cheque for the full amount 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	If different to addresses above please specify the address here.
	<input type="checkbox"/>	<input type="checkbox"/>	

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 and to go on to the Tree Life database. A receipt in the form of a confirmation 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/Local Authority order number to: Keely Dowson, Tree Life, 1319 Melton Road, Braemar Court, Syston, Leicester, LE7 2EN**

## **Tree Life Terms and Conditions: 3 Day Preparatory 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 2006

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

### **Terms and conditions.**

#### **1. Location**

- 1.1. The set location for the 2009 3 Day Preparatory Course is currently Wessex Conference Centre, Sparsholt College in Hampshire. 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 the full fee.
- 1.2. Rooms will be allocated for students on arrival by Tree Life and not by the student unless in extreme circumstances Tree Life believes the candidate's wishes are appropriate.
- 1.3. It is not the responsibility of Tree Life to direct anybody to the site or offer any form of transport.
- 1.4. 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.
- 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 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.
- 5.3. Tree Life must be made aware of any dietary requirements for an individual candidate and Tree Life will do their best to accommodate this however it is still the candidates own responsibility to make sure that food available is suitable for them.

#### **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.