

Tree Life A/C Ltd Professional Diploma Course Application Form

Please make sure the entire is filled in including required signatures.

Applicant Information

Exam: RFS Professional Diploma in Arboriculture Location: **Barcham Trees** or **Westonbirt**

Title: _____ Name: _____ E-mail: _____

Current Address: _____

Mobile contact number: _____ Home contact number: _____

Where did you initially hear about the course?

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

Employer Details

Current Employer: _____

Employer Address: _____

Town: _____ County: _____ Postal Code: _____

Position: _____ Phone: _____

Emergency Contact

Name _____

Phone: _____ Relationship: _____

Payment Method

For all courses a cheque for the required enrolment fee or an order number in which Tree Life can later invoice by must be given along with this application for it to be processed. (Enrolment fee is £200 for this course.)
No refunds of the enrolment fee will be given as stated in our terms and conditions which are attached to this application form. If you wish to be invoiced fully before January 2010 to benefit from the lower VAT rate please tick here

Please note that Tree Life is in no way responsible for entrance to the exam and therefore no money for examinations will be taken by us. It is the candidates own responsibility and they should seek a fee structure from ABC Awards.

I enclose a cheque for £ _____ (made payable to Tree Life A/C Ltd)

I enclose a Local authority order number* for an invoice to be sent by Tree Life

	Home	Work	Specified address*
Address where invoices/receipts for deposits and full payment are to be sent:	<input type="checkbox"/>	<input type="checkbox"/>	

There are 3 ways to pay for the entire course please make a choice below:

To pay the full amount within 30 days of receiving the invoice (sent out at the start of the course)

To pay by 5 post-dated cheques spread across the course being studied. Cheques must be sent to Tree Life offices within one month from the start of the course.

To pay 14 standing order payments that must be set up within one month of starting the course. (£5 additional charge for using this option to cover our bank charges)

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

Signature of Applicant: _____ Signature of authorised person if employer is paying course fees: _____ Name of authorised person & position: _____	Date: _____
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Please fill in form and send with cheque/order number to: Keely Dowson, Tree Life AC Ltd, 1319 Melton Road Braemar Court, Syston, Leicester, LE7 2EN

*Please write address in the space provided.

Tree Life Terms and Conditions: Training.

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.

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. Payment

- 1.1. Full payment must be made; within 30 days of the invoice date, by 8 equal direct debit payments or by 3 equal payments made by cash or cheque before the course ends, this is dependant on what the invoice states as payment terms.
- 1.2. If no support fee is chosen it is assumed the candidate wishes to be on option 3.
- 1.3. A change to the method of payment must be agreed by Tree Life and Tree Life notified within a period of 28 days from the invoice date.
- 1.4. If a candidate is paying by direct debits these must be set up within 28 days of receiving an invoice for the course, and the first payment must go in to the Tree Life account within 35 days of the invoice date.
- 1.5. An enrolment fee is necessary to secure a place on any course and is used as part of the overall payment of the course, it is non refundable in the event of the candidate's discontinuation of the course. The amount of enrolment fee due is determined by the course brochure and must be adhered to.
- 1.6. Tree Life is VAT registered and therefore all invoices will include VAT which will be clearly identified on the invoice.
- 1.7. If a company is paying for a candidates tuition they will be able to receive participation updates if requested.
- 1.8. 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.
- 1.9. 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.
- 1.10. Any group that is given any kind of discount can only benefit from this discount while the conditions for this discount are satisfied.
- 1.11. If a candidate leaves an employer who is paying for the course then the employer still remains liable for the total owed. If the balance remains unpaid Tree Life has the right to receive the full remaining balance from the candidate.
- 1.12. If a candidate does not obtain the appropriate authorised signature on any form required and any issues over payment arise at a later date the balance will remain payable by the candidates.

2. Discontinuation of the course

- 2.1. Candidates not completing the whole course will be charged administration costs, and for that part of the course that they have attended, before notifying Keely Dowson of Tree Life of their cancellation in writing. The administration costs are determined by Tree Life.
- 2.2. No Tree Life course is transferable to either another course or another person.
- 2.3. Candidates wishing to discontinue the course must inform the company in writing, as it is only from this point that any refund that may be due will be calculated.
- 2.4. A letter of discontinuation must be signed and must be sent to the main office of Tree Life; Braemar Court, 1319 Melton Road, Syston Leicester, LE7 2EN for the attention of Miss K Dowson. The onus is on the candidate to ensure that the letter of discontinuation has been received and is therefore being dealt with.
- 2.5. Once a candidate is half way through a course no refund of the course will be given except in special cases which will be judged on an individual basis. Any money due, not yet transferred to Tree Life will still be required.
- 2.6. For any group on a Tree Life course the number of people must be 3 or higher. If there is a discontinuation by a candidate bringing the group below the 3 needed then the rest of the fees will be due for payment by the other group members. If a person leaves with less than half the course to complete then under the normal terms and conditions they are still liable for full payment of the course.

3. Communication

- 3.1. All communication relating to any change in circumstances must be notified in writing, by letter, e-mail or fax. Any other important information regarding elements of the course must be given in writing.

4. Personal details

- 4.1. 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 authorization from the candidate in question.
- 4.2. Information may be held for up to 10 years after candidates have been on a course with Tree Life.
- 4.3. It is for the candidate to decide if they are right to undertake the course not Tree Life.

5. Copyright

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