

# HERE FOR BUSINESS

Commercial Waste

Regulatory Support

Training Courses

Pest Management

Grounds Maintenance

## Booking Details

Name:

Position:

Business name:

Business address:

Postcode:

Telephone number:

Email address:

Preferred method of payment:  Card payment  Invoice (£5 fee)  Internal transfer

Agresso code: (if internal)

How would you like to receive your confirmation?  Post  Email

How did you hear about us?  Previous customer  Leaflet  Event

Website  Council Officer  Social Media

Other

 01924 305971

 [business@wakefield.gov.uk](mailto:business@wakefield.gov.uk)

 [wakefield.gov.uk/hereforbusiness](http://wakefield.gov.uk/hereforbusiness)

## Learner details

### Please list everyone attending

Course code/Title:

Course Date:

Full name

Date of birth

Emergency contact tel. no.

Assistance required?  Yes  No

Home address

Email address

Course code/Title:

Course Date:

Full name

Date of birth

Emergency contact tel. no.

Assistance required?  Yes  No

Home address

Email address

Course code/Title:

Course Date:

Full name

Date of birth

Emergency contact tel. no.

Assistance required?  Yes  No

Home address

Email address

Course code/Title:

Course Date:

Full name

Date of birth

Emergency contact tel. no.

Assistance required?  Yes  No

Home address

Email address

Course code/Title:

Course Date:

Full name

Date of birth

Emergency contact tel. no.

Assistance required?  Yes  No

Home address

Email address

### Please indicate type of assistance required

Name:

Access  Reading  Writing  Other

Language (please specify which alternative language)

Name:

Access  Reading  Writing  Other

Language (please specify which alternative language)

Signature

Date

/ /

By signing above you also agree to our terms and conditions (see over). Must be signed by someone with responsibility to approve expenditure for the full booking.

## Terms and conditions of booking

- By booking a place on a training course, you are entering into a written agreement with Wakefield Council.
- Once booked onto a specific training event, you are giving an undertaking to attend the event at the agreed cost.
- We very occasionally have to cancel or move the date of courses. If this happens we will contact you as soon as possible and offer you either a transfer to another course or a full refund.
- If the candidate fails to attend a free course the full, unsubsidised, course cost may be charged. An admin charge of £10 will be charged for each candidate that failed to attend unless we received notification in line with the above cancellation policy.

### Changes and cancellations:

- You will receive confirmation of your booking within 36 hours of making it, then approximately three weeks before the date of your course we will send a reminder with further information including the syllabus and directions to the training venue. It is the responsibility of the person who has booked the course to ensure that this information is passed onto the candidates they have booked it for.
- Once the course details have been confirmed costs are liable as detailed below.

Notice of cancellation	% of course fee to be charged
More than 15 working days	No charge
Between 6 and 15 working days	50%
5 working days or less	100%

### Transfers:

- If you notify us more than 15 working days from the course date you may transfer to another course with no cost, any shorter time period may incur a £10 administration fee.

### Fees:

- Cheques should be made out to W.M.D.C. and have the payee name and address written on the back.
- If you have chosen to receive an invoice for training it must be paid within 28 days of the date of the invoice. Invoices will incur an additional £5 charge per invoice on the course cost.
- Certificates for the course will not be released until payment has been received in full.

### Free and subsidised courses:

- Any courses which are wholly funded and advertised as free will be provided with no charge.

- Where courses are part funded and a candidate fails to attend we reserve the right to charge the full course cost, including the amount subsidies by the funding agency, unless notification is received in line with the above cancellation policy. The amount may be more than the advertised cost.

### Data Protection Act 1998

Your personal data will be held in accordance with the Data Protection Act 1998. Your details will be stored and used by Wakefield Council to provide you with news and information relating to its services. Your information will only be shared with the relevant accrediting governing body and agencies communicating information about Council services on behalf of Wakefield Council.

If you do not wish to be contacted, please tick the box

## Internal use only

Customer ID:

Order/Journal No:

Auth. Code /CAN No:

Amount paid:

Date

Taken By:

Entered on Unit-e:

Acknowledgement sent:

Confirmation sent:

Admin notes: