

# Resettlement Course Booking Form



(Please complete ALL sections in CAPITALS)

Title		Rank	
First Name		Arm of Service	
Middle Initial		Service Number	
Surname		Current Job	
Date of Birth		Unit	
Home Address		Unit Address	
Post Code		Post Code	
Email		Unit Tel No	
Home Tel No		Unit Fax No	
Mobile Tel No			
National Insurance			
Where would you like correspondence sent?			
	HOME	UNIT	
RRC Centre			
Unit Resettlement Office			
Unit Resettlement Office Tel No			
Are you CTP Registered?			
What is your Terminal Leave Date?			
What date are you available for Employment?			
Do you have any learning difficulties?			
	YES	NO	
If YES please specify.			
How did you hear about Netfonics Training Services?			
Please indicate the course date that you would like to attend? See course schedule for further details.			

## Accommodation Details (Please DELETE where necessary)

Will you have your own transport?	YES	NO
Will you be prepared to share a twin room?	YES	NO
Are you a smoker?	YES	NO
Do you have any special dietary requirements?	YES	NO
If YES please specify.		
Are you attending the course with a colleague?	YES	NO

## Booking Confirmation

Please reserve me a place on the above course. I understand that to confirm this booking Netfonics Limited require a £50.00 booking fee. There is a deposit of £400.00 to be paid four (4) weeks prior to the course date, with the outstanding balance due seven (7) days prior to course commencement.

Please debit my card/find enclosed cheque\* for £50.00 (delete as applicable).  
(Cheques made payable to 'Netfonics Ltd').

Credit Card Details			
Type of Card		Start Date	
Security Code		Expiry Date	
Card Issue No		Card Holders Name	
Account Number			
Card Holders Address			

By submitting this form:

- 1) You acknowledge that you have read and understood the Netfonics Limited terms & conditions. (Attached to this form or can be viewed on our website [www.netfonics.com](http://www.netfonics.com)).
- 2) You also accept and understand that the details you give may be disclosed to third parties in order to obtain your work placement or potential job interview.

3) You accept that Netfonics Limited will reserve your accommodation for the duration of your course and understand that it is your responsibility to inform Netfonics Limited of any changes to your requirements and acknowledge that it may be necessary for you to share a twin room if a single is not available.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return pages 1 - 3 only (Pages 4 & 5 are for you to keep) via post with your booking fee to the following address:

Resettlement Courses  
Netfonics Limited  
Unit 9 Middlegate  
White Lund Industrial Estate  
Morecambe  
Lancashire  
LA3 3BN  
Tel: 01524 313131  
Fax: 01524 310031  
Email: admin@netfonics.com

## Resettlement & ELC Terms & Conditions

1. These are the terms on which Netfonics Limited agree to accept the booking specified. They represent the entire agreement between you and Netfonics Limited and by signing the resettlement application form you accept these terms and agree that any terms and conditions that you may supply or have supplied to Netfonics Limited will not apply. 2. Telephone bookings will be noted but will not be deemed to be binding. Netfonics Limited may resell the place until confirmed receipt of the booking and booking fee is received in writing. Only completed original Netfonics Limited resettlement application forms, duly signed and returned with the required booking fee of £50.00 within ten (10) working days of the provisional booking, will be accepted by Netfonics Limited as confirmation of booking. The booking fee is transferable but non-refundable.
2. Telephone bookings will be noted but will not be deemed to be binding. Netfonics Limited may resell the place until confirmed receipt of the booking and booking fee is received in writing. Only completed original Netfonics Limited resettlement application forms, duly signed and returned with the required booking fee of £50.00 within ten (10) working days of the provisional booking, will be accepted by Netfonics Limited as confirmation of booking. The booking fee is transferable but non-refundable.
3. The payments specified on the resettlement application form must be paid in full on the dates stated. Should you wish to cancel the booking please notify Netfonics Limited in writing. If written cancellation is received by Netfonics Limited no later than 45 days prior to course commencement, Netfonics Limited will refund in full, payments made to date, excluding the booking fee. If notification is given at least one calendar month before commencement of the course, the deposit remains payable and becomes non-refundable. No refund can be given in respect of cancellations within one calendar month or in the event of non-attendance and the full course fees remain payable. For course date rescheduling requests received 28 days or more before the course date, no charge will be made. For rescheduling requests received between 14 and 28 days before the course commencement date, 50% of the course fee will be charged. For requests to reschedule received less than 14 days before the course commencement date there will be no refund of the course fee. Should you wish to send a substitute attendee you may do so, but please give as much notice as you can.
4. Netfonics Limited advertised prices are subject to change at any time. Details of up to date prices are available from Netfonics Limited. Netfonics Limited may increase the price of an accepted booking by giving you notice in writing of the increase. The notice will specify that you may, within 30 days of receipt of the notice, give us a further notice cancelling the booking. All payments made, excluding the booking fee, will then be refunded in full and neither party will have any further liability to the other in respect of the booking. If counter notice is not given the increased fee will become due in full.
5. We reserve the right to vary the location and / or the designated speaker at any course, but will ensure that alternatives are suitable for the purpose.
6. In the event that Netfonics Limited has to cancel a course for insufficient attendance or circumstance beyond their reasonable control notice will be given and Netfonics Limited will, in full settlement of its liability to you, refund all payments made in full.
7. All course material, documentation, course handouts and similar items are subject to copyright owned by Netfonics Limited and may not be reproduced in full or in part without the prior written consent of Netfonics Limited.
8. The names and details of attendees on all courses are confidential and you agree not to release such details concerning other attendees to any third party.

9. You are responsible for yourself and your attendees whilst at Netfonics Limited, the course location or in accommodation provided by Netfonics Limited. You will indemnify Netfonics Limited in full against any loss or damage cost or claim incurred by Netfonics Limited as a result of your or their behaviour, acts or omissions. Any attendees who behave in a manner deemed by Netfonics Limited to be disruptive to the course or to other students may be excluded from the course and no refund of fees will be made.

10. Netfonics Limited accepts no liability for personal effects, motor vehicles or other items brought on to any such premises by you or your attendees and you will indemnify Netfonics Limited against any claim which may be made against Netfonics Limited for their loss or damage.

## **PAYMENT TERMS**

As stated above confirmation of a booking comprises of an original signed resettlement application form and £50.00 booking fee. Confirmation should be received by Netfonics Limited within ten (10) working days of the booking enquiry.

A £400.00 deposit should be paid four (4) weeks prior to course commencement with the final instalment received by Netfonics Limited seven (7) days prior to course commencement.

Confirmation of a booking made less than four (4) weeks prior to course commencement must be accompanied by the booking fee and the deposit (total £450.00).

Failure to make the necessary payments by the due date without prior arrangement with Netfonics Limited may result in cancellation of the booking.

Payment can be made by any of the following methods: Credit Card / Switch / Cash / Cheque / Postal Order / BACS. Cheques should be made payable to 'Netfonics Limited' and have the student name, course title and course date clearly written on the reverse. An issue number is required with Switch payments. Bank details for BACS payments can be obtained from Netfonics Limited.

## **ENHANCED LEARNING CREDITS**

In addition to the standard Netfonics Limited terms and conditions the following will apply to courses booked under the ELC scheme.

1. Confirmation of a booking comprises of an original signed application form, the Claim Authorisation Number (CAN) and £50.00 booking fee.
2. Only bookings accompanied by a Claim Authorisation Number (CAN) will be accepted under the scheme.
3. A further 20% should be paid by the individual four (4) weeks prior to course commencement.
4. ELC bookings may not be transferred to another course without the specific written authority of ELCAS.
5. Netfonics Limited accepts no responsibility for the processing of individual ELC claims except where set out in ELCAS instructions to Approved Learning Providers.