

## TRAINING COURSE BOOKING FORM

Please complete the form over and return to Horizon Risk Consultancy Ltd,  
 email: info@horizonriskconsultancy.com with payment, Thanks

<b>Course Title:</b>		
<b>Date of Course:</b>		
<b>Course price per candidate</b> Full course fee <b>must</b> be received to secure booking. <b>VAT NOT applicable</b>		<b>Fee enclosed £</b>
<b>Person Making the Booking:</b>	Print name:	Signature:
<b>Business name:</b>		
<b>Business Address</b> (certificate (s) will be sent to this address, otherwise you specify a different one)		
<b>Telephone Number:</b>		
<b>Email address:</b> (we will send relevant instructions to this address)		
<b>Name of Candidate(s)</b>	<b>Name(s)</b>	<b>Mobile Number(s)</b> (in case we need to contact the delegate before the course)
	1/ _____	1/ _____
	2/ _____	2/ _____
	3/ _____	3/ _____
	4/ _____	4/ _____
<b>Please tick to confirm you have read and agreed the T&amp;C's</b> <input type="checkbox"/>		

**Method of payment:**

**Bank Transfer:** please pay by bank transfer into the following account using your NAME as the reference:

Horizon Risk Consultancy Ltd  
 Account No.: 84473124  
 Sort Code: 402510

**Return the form by email to:**

info@horizonriskconsultancy.com  
 Horizon Risk Consultancy Ltd, 3M Buckley Innovation Centre, Firth Street, Huddersfield, United Kindom, HD1 3BD Office +44 01484 505735

**Total number of candidates:** \_\_\_\_\_ **Total amount due:** \_\_\_\_\_

**How did you hear about us?**

- Company Website                       Highfield Course Finder website  
 Word of mouth                               Other Organisation:.....  
 Kirklees Council Training Provider List       Other:.....

# Terms & Conditions

**CONFIRMATION:** we MUST receive **FULL payment** 2 weeks in ADVANCE of first day of course to secure your place for the course. Places are allocated on receipt of payment.

**CANCELLATIONS AND REFUNDS** – REFUNDS will not be made for requests to cancel course attendance, change dates or non- attendance.

**CHANGES TO THE TRAINING** – Courses may be cancelled or changed due to lack numbers. Should this occur, you will have the option of either a full refund or an alternative booking date.

You will be required to produce **proof of identity** for the course and examination. ID will be required on the day of training. **Without the ID you will NOT BE ALLOWED** to take the examination. As an example you could bring your driving licence, passport, employee badge, etc.

**PERSONAL BELONGINGS:** we cannot be held liable for any personal belongings left at our course venue.

\* **English Not as First Language:** Exam papers is only available in English languages. All candidates must have a good command of spoken English and be able to read English and exam papers, even if some courses can be delivered in Mandarin Chinese.

## PLEASE CONTACT US FOR DETAILS OF OUR COURSE:

**Horizon Risk Consultancy Ltd**, 3M Buckley Innovation Centre, Firth Street, Huddersfield, United Kingdom, HD1 3BD

Office: +44 01484 505735

Mobile +44 07397 011316

info@horizonriskconsultancy.com