**Highfield Training Course Booking Form**

Please complete the below form and return to Horizon Risk Consultancy Ltd training@horizonriskconsultancy.com with payment, thanks.

|  |  |
| --- | --- |
| Course Title |       |
| Date of Course |       |
| Methods of TrainingPlease contact us for detailed arrangements and your expectations / requirements | Classroom | In-house | Blended | E-learning |
| [ ]  | [ ]  | [ ]  | [ ]  |
| Person Making the Booking | Print name:      | Signature:      |
| Business Name |       |
| Business Address certificate (s) will be sent to this address, otherwise you specify a different one |       |
| Business Phone Number |       |
| Contact Emailwe will send relevant instructions to this address |       |
| Course PriceFull course fee **must** be received to secure booking.**VAT is not applicable.** | Per candidate £      | Total candidates      |
| Total fee sent £      |
| Candidate Information (per Highfield exam registration requirements) |  (Title, Name(s), Date of birth)1. Title, Name(s), Date of birth

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3.
 | Mobile Number(s) (in case we need to contact the delegate before the course)1.

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| Please tick to confirm you have read and agreed to our terms and conditions. | [ ]  |

How did you hear about us?

|  |  |
| --- | --- |
| [ ]  Horizon Risk Consultancy website[ ]  Highfield Course Finder website[ ]  Local Council Training Provider List [ ]  CITB Website[ ]  Eventbrite[ ]  Other organization, please specify      [ ]  Other, please specify       | [ ]  Facebook[ ]  LinkedIn[ ]  Twitter[ ]  Google Search[ ]  Word of mouth |

**Terms & Conditions**

**CONFIRMATION:** We MUST receive FULL payment2 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 forces outside of our control. Should this occur, you will have the option of either a full refund or an alternative booking date.

**IDENTIFICATION:** 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.

**DISCOUNTS** are available for multiple and group bookings. Please contact us to discuss.

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

**DATA PROTECTION** - Your personal information will only be used for the purposes of the Horizon Risk Consultancy Ltd’s assessment procedures and Highfield’s requirements. It will be stored securely and in accordance with the Data Protection Act 1998. We may contact you from time to time to notify you of information about our qualifications that may be of benefit to you and your organisation. If you do NOT wish receive this information please tick this box. [ ]

**ENGLISH NOT FIRST LANGUAGE:** Exam papers are only available in English. All candidates must have a good command of spoken and written English, even if some courses can be delivered in other language e.g. Mandarin Chinese.

**MORE INFORMATION:** Looking for further information about our qualifications or services? Visit our website at: <https://horizonriskconsultancy.com>

or contact us:

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

T: +44 (0)1484 937128 e: training@horizonriskconsultancy.com

Horizon Risk Consultancy Ltd is registered in England under company number 10579948 at the above address.