**NEBOSH Training Course Booking Form**

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

|  |  |  |
| --- | --- | --- |
| 1 | Course Title |       |
|  | Date of Course  |       |
|  | Methods of TrainingPlease contact us for detailed arrangements and your expectations / requirements | Classroom | Virtual Class | E-learning |
|  |  | [ ]  | [ ]  | [ ]  |
|  | Total Fee Sent |       |
|  | Funding Method | Personally: [ ]  | Business: [ ]  |
|  | Person Making the Booking | Print name:      | Position:       |
|  | If you are self-funding please go straight to section 3. |
| 2 | Business Name |       |
|  | Business Address certificate (s) will be sent to this address, otherwise you specify a different one |       |
|  | Business Phone Number |       |
|  | Business Email |       |
|  | Purchase Order Number  |       |
|  |  |
| 3 | Candidate Information (per NEBOSH exam learner registration requirements) | (Title), First NamePlease enter name as you would like it on your certificate |       |
|  |  | Last NamePlease enter name as you would like it on your certificate |       |
|  |  | Phone Number |       |
|  |  | Emailyour username and password for online exam will be sent to the email address you provided |       |
|  |  | Date of Birth (dd/mm/yyyy) |       |
|  |  | Gender |       |
|  |  | Nationality |        |
|  |  | Address (include city/town, please enter the address you want your certificate sent) |       |
|  |  | Postal Code |       |
|  |  | Previous Candidate No. (if have) |       |
|  | Do you require any access arrangements or reasonable adjustment for the exams?  |  |
|  | Please tick to confirm you have read and agreed to our terms & conditions. | [ ]  |

|  |  |
| --- | --- |
| [ ]  Horizon Risk Consultancy website[ ]  NEBOSH website[ ]  Word of mouth[ ]  Google search [ ]  Other search engine[ ]  Online directory | [ ]  Facebook[ ]  LinkedIn[ ]  Twitter[ ]  Eventbrite[ ]  Other organization, please specify      [ ]  Other, please specify       |

**How did you hear about us?**

**Payment Method**

**Bank Transfer:** Please pay by bank transfer into the following account using your COMPANY NAME OR YOUR NAME as the reference:

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

If you are paying outside the UK, you might need additional information below:

**Bank:** HSBC BANK PLC

**BIC** (Branch Identifier Code)/SWIFT CODE: HBUKGB4104U

**IBAN** (International Bank Account Number): GB69HBUK40251084473124

**Bank address:** 2 Cloth Hall St, Huddersfield, England, United Kingdom, HD1 2ES

Please email your Remittance advice or bank payment record to inform us that the payment was made.

**Summary of Booking Terms**

**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. For E-learning course, payment must be received at the time of booking through bank transfer or other agreed payment method.

**CANCELLATIONS AND REFUNDS**: Horizon Risk Consultancy Ltd reserves the right at any time to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service. In these circumstances, Horizon Risk Consultancy Ltd will offer at its discretion alternative options such as refund. Bookings will normally be transferred to the next available date unless the client specifically requests otherwise. We shall endeavour to inform you as soon as possible of any Course or Programme cancellation or variation.

**E-LEARNING:** Once payment is received an LMS learner account will be set up and login details sent out via e-mail. Online courses must be started within 12 months of the purchase date to remain valid.

**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.

**EXAMS:** All exam fees or offers relating to exam fees provisioned at the time of purchase of online course will expire for the NEBOSH Certificate level qualifications after 12 months. Such exam fees or offers are only applicable for a single sitting per unit – any subsequent exams will be charged at an additional re-sit fee.

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

**WRITTEN ACHNOWLEDGEMENT** of Order and an invoice will be issued following receipt of a Booking Form and full payment must be made upon registration for the E-learning or exam, in order to secure your place.

**JOINNING INSTRUCTIONS** will be forwarded prior to the commencement of the course.

**NEBOSH FEES** are to be paid at least **one month** prior to exam registration. Once the exam is registered no refunds are available.

**EXAM BOOKING:** you need to register for your NEBOSH General Certificate exam at least **one month before** your chosen exam date at https://horizonriskconsultancy.com/training/exam

**DATA PROTECTION** - Your personal information will only be used for the purposes of the Horizon Risk Consultancy Ltd’s assessment procedures and NEBOSH’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. [ ]

For the **full Terms and Conditions**, visit <https://horizonriskconsultancy.com/training-courses-terms-and-conditions>

**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, Email: training@horizonriskconsultancy.com