

### Level 3 - Scheduled Courses - Application Form

Please complete **ALL sections in FULL**, for this application to be processed. Once completed, please email to [training@avensysmedical.co.uk](mailto:training@avensysmedical.co.uk)

Course		
Course Title:	Course Date:	
Learner Details		
Title: Mr/Mrs/Miss/Ms (Please circle)	DOB:	GENDER: M / F (Please circle)
First Name:	Surname:	
Work Address:		
Town:	Postcode:	
Email:	Do you give permission to be added to our mailing list?	
Emergency contact:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact number:	If you wish to <b>opt-out</b> of receiving information from all divisions of Avensys UK Ltd <a href="#">please click Unsubscribe</a> and send a quick email to <a href="mailto:training@avensysmedical.co.uk">training@avensysmedical.co.uk</a> and we will remove all your personal details from our records.	
Present Position (Description and responsibilities):		

Accommodation and Catering
(Accommodation can be booked at an additional cost, if required, you will be sent a booking reference)
Do you require accommodation for the course duration: Yes <input type="checkbox"/> No <input type="checkbox"/>
Accommodation comprises B&B and evening meal at our partner hotel. Bookings will commence the night before the course start unless requested otherwise.

**Do you have any dietary requirements?**      Yes                          No   

If yes, please provide details: .....

Lunch and refreshments are provided on site during the course.

**Additional Information**

**What is your age group:**    19-29                      30-39                      40-49                      50-59                      60+                      (Please circle)

**What is your ethnic group:**

**A White**    English                         Welsh                         Scottish                         Northern Irish                         British  

**B Mixed/ Multiple ethnic groups:**

White & black Caribbean                         White & black African                         White & Asian  

**C Asian/ Asian British:**

Indian                         Pakistani                         Bangladeshi                         Chinese  

**D Black/African/Caribbean/Black British:**

African                         Caribbean  

**E Any other ethnic group** (Please state: ).....

**F. I prefer not to say :**  

Do you consider that you have a disability:      Yes                          No   

If yes, please provide details so special arrangements can be made: .....

Please indicate if you have any additional needs, and please give any details which may necessitate special arrangements or facilities.....

**Proposer Details**

If your employer/trust is paying the course fee, then **they must** complete the following section **in full**. If you are paying directly, then please fill in and sign.

Name:		Position:	
Company/Hospital/Trust:			
Address:			
Town:		Postcode:	
Email:		Authorised Signature:	

Payment Details			
Course Cost		Preferred payment method:	
Accommodation		Cheque	Bacs
VAT @ 20%		PO- Please email to: <a href="mailto:training@avensysmedical.co.uk">training@avensysmedical.co.uk</a> PO to be raised within 7 days of application, an invoice will be raised following receipt of PO	
<b>Total</b>			

How did you become aware of Avensys Training? (Please Circle):

(Website, Facebook, Twitter, Advert, Word of mouth, other)

Please sign and date this application to confirm that you accept our Terms and Conditions.

Name.....Signature.....Date.....

Please check this application and email to [training@avensysmedical.co.uk](mailto:training@avensysmedical.co.uk)

By post: Avensys UK Training Ltd, Frederick Road, Hoo Farm Industrial Estate, Kidderminster, Worcs. DY11 7RR

Upon receipt of this application you will be contacted directly to confirm your place on the course.

**Privacy Notice**

*Avensys UK Training Ltd collects information about learners for administrative, academic and health and safety reasons. For the Training Academy to operate efficiently it needs to process this information. Your consent to process such information is therefore a requirement **before we are able to register you as a learner / apprentice.***

*I agree that Avensys UK Training Ltd may process personal data contained in this form for any purposes connected with my studies or my health and safety or for any other legitimate reason. In respect of sensitive data, I understand that this form will be used only for the purposes set out in this statement above. My consent is conditional upon Avensys UK Training Ltd complying with its obligations and duties under the EU General Data Protection Regulations. I hereby grant Avensys UK Training Ltd, authority to release information relating to my academic status to the Education and Skills Funding Agency or awarding bodies: - Pearson and Open College Network*

## Terms and Conditions

The following Terms and Conditions are Avensys UK Training Ltd course booking conditions. These become binding when an Avensys UK Training Ltd course is booked.

1. Payment for the course, together with VAT must be received by Avensys UK Training Ltd 8 weeks prior to the commencement of the course or upon booking the course in line with terms of payment as in 3. The course fee includes tuition, training materials, manuals and handouts as appropriate to the course. Distance learning courses will also receive online support via online learning platforms. Pre-reading and any associated work related to the course as home study will only be issued upon receipt of full payment prior to the course start date.
2. Course spaces will only be confirmed upon receipt of full course payment.
3. Cancellations of any course spaces must be received by Avensys UK Training Ltd within a minimum of 2 weeks prior to the course start date. Avensys UK Training Ltd will be entitled to a cancellation fee in accordance with the following sliding scale, however should the customer be able to substitute the original candidate with a suitable replacement then no cancellation fee will be applicable:
  - 6 weeks or more notice 75% Rebate
  - 4-6 weeks notice 50% Rebate
  - 2-4 weeks notice 25% Rebate
  - 1-2 weeks notice no Rebate

In the event Avensys UK Training Ltd accept a late registration within the timescales, payment must be received in full prior to attendance of the first day of the programme

Late bookings will only be confirmed upon receipt of payment as above.

\*Full refunds after a course start date will only be given in the case of Distance Learning programmes where the clause states a 6 week period from the start date and decisions made to the suitability to the programme.
4. Where a course fee includes accommodation if requested in addition to the course fee, this will be in a suitable standard of Hotel in the vicinity of the training facility.
5. No refunds will be given to learners or organisations in respect of meals not taken during the duration of the course where such an arrangement forms part of the course fee.
6. It is the customer's responsibility, having referred to the relevant course material and literature, to ensure that all students have the necessary technical understanding and pre-requisites to undertake that particular course, and that the course is appropriate for the customer's and learner's requirements.
7. Avensys UK Training Ltd will make every effort to deliver the course to the learner in a manner which conforms to the highest standards, however, Avensys UK Training Ltd will make no other guarantee, warranty or representation about quality, suitability or otherwise in relation to the course or course content. Avensys UK Training Ltd accepts no liability in the event that the content of the course does not meet the customer or learner's requirements.
8. All Learners will be required to abide by any site security or Health & Safety measures operating at the course location. Avensys UK Training Ltd and its staff reserve the right to deny any learner access to its premises or courses, when in its opinion, the learner is deemed to have acted in a manner which is detrimental to the safety of, or contravenes the rules governing the operation of, the facilities or associated facilities at the training location. Under these circumstances no refund will be given.
9. Avensys UK Training Ltd and its staff reserve the right to deny any learner access to its premises or courses, when in its opinion, the learner is deemed to be a disruptive influence. Under these circumstances, no refund will be given.
10. All intellectual property rights, including copyright, patents, design rights and know how in or relating to the course or course materials provided or made available in connection with the course shall remain the sole property of Avensys UK Training Ltd. No copies of course materials may be made unless expressly agreed in writing by Avensys UK Training Ltd. The customer agrees for itself and on behalf of its learners that by booking a course or courses it will be bound by and will comply with any licenses and/or agreements applicable to course materials and/or the delivery of such course materials and services.
11. Neither party may, without the written consent of the other, assign any of the benefits or obligations of these Terms and Conditions to any third party, however, Avensys UK Training Ltd may without the consent of the Customer, assign to a connected company the benefit of all or any of its rights under these terms and conditions and cause all or any of its obligations to be performed by an affiliate company in connection with, or for the purposes of, facilitating a re-organisation. For the purposes of this condition an "Affiliate" means "a company which is a subsidiary or a Holding Company of the contractor or which is a holding company or a subsidiary of such holding company, where "Holding Company" and "Subsidiary" shall have the meanings defined in Section 735 of the Companies Act 1985.

**Once you have booked a course the following information will be sent to you:**

- VAT receipt of payment
- Course confirmation and joining instructions (includes date, times, venue and location maps)