

## Tree Life Short Course Booking Form:

\*Please ensure all information has been completed so that the form can be processed without delay and a place given.

\*The full name given here will be used on your course certificate.

### Candidate Details:

|  |               |
|--|---------------|
| Full name:   | Home Address: |
| Email:   |               |
| How did you hear about the course?                               |               |
| Mobile number  | Home Number   |
| Dietary requirements / medical conditions we need to know about: |               |
| Emergency Contact Number/name/relationship                       |               |

### Employer Details:

|               |               |
|---------------|---------------|
| Company Name: | Work Address: |
| Job title:    |               |

Invoice & course details addressed to:  Home  Employer details (please tick)

### Course Details:

| Tick                                 | Course:                                       | Date: | Cost including Vat |
|--------------------------------------|---|-------|--------------------|
|                                      | Bs5837 Workshop                               |       | £180.00            |
|                                      | Subsidence Investigation Workshop             |       | £156.00            |
|                                      | Report Writing 1 Day Course                   |       | £168.00            |
|                                      | Mortgage Report Writing 1 Day Course          |       | £168.00            |
|                                      | Expert Witness Workshop                       |       | £192.00            |
|                                      | Fungi 1 Day Course                            |       | £144.00            |
|                                      | LANTRA Professional Tree Inspection Refresher |       | £180.00            |
|                                      | BS3998 1 day Seminar                          |       | £144.00            |
|                                      | Tree Risk Management 1 Day Course             |       | £168.00            |
|                                      | Tree Strategy Workshop                        |       | £216.00            |
| Total:                               |   |       | £                  |
| I have a discount code to use: ..... |   |       | New Total: £       |

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Please use my <i>local authority order number</i> ..... and invoice me.              |
| <input type="checkbox"/> | A cheque is enclosed. (Cheque made payable to Tree Life A/C Ltd)                     |
| <input type="checkbox"/> | I Have paid by BACS [Acc no. 30490219 Sort code: 606006] and my reference was: ..... |

\*I understand that the payment is non refundable or transferable and hereby give permission for my details to be used in order to process my booking form. A receipt in the form of a letter will be sent to you once the booking form has been processed. I have read, understood and accepted Tree Life's Terms and Conditions.

|   |                                       |             |
|---|---------------------------------------|-------------|
| Candidate Signature:                      |                                       | Date: ..... |
| Employers signature if company is paying: | Name of Authorised Person & Position: |             |
|   | Date:.....                            |             |

**Please fill in form and send with cheque/order number to:** Keely Dowson, Tree Life, 1319 Melton Road, Braemar Court, Syston, Leicester, LE7 2EN



For office use only: Entered  Invoiced  Confirmation sent: / / Notes:

## Tree Life Terms and Conditions: Short Courses.

### Terms of reference

For the purpose of these terms and conditions of the contract a candidate is defined as a person engaged in undertaking training provided or managed by Tree Life AC Limited.

For the purpose of these terms and conditions of the contract Tree Life is a company under the Companies Act 2006 **Definition:** A large company is defined as 50 or more employees.

### Terms and conditions.

#### **1. Location**

- 1.1 The set location for the one day course is currently Tree Life Training Centre, Braemar Court, Syston, Leicester, LE7 2EN.
- 1.2 Tree Life reserves the right to change the course location at anytime so long as notice is given to any student booked on the course having paid the full course fee.
- 1.3 It is not the responsibility of Tree Life to direct anybody to the site or offer any form of transport.
- 1.4 Any items brought onto the location are the sole responsibility of the candidate and Tree Life can in no way be held liable.

#### **2. Payment**

- 2.1 Full payment is required along with the application form to make a booking for this course; this can be made by cash or cheque. An order number will be accepted if it is from a Local Authority in which case an invoice will be sent detailing that order number. Until full payment is made the payment is the candidate who booked on to the course's responsibility. Any invoice sent out must be paid within 30 days of the invoice date or by any payment terms stated on the invoice.
- 2.2 No refund of any money will be given except in exceptional circumstances which will be determined and assessed by Tree Life on a case by case basis.
- 2.3 Tree Life is VAT registered and therefore all invoices will include VAT which will be clearly identified on the invoice.
- 2.4 If payment for goods and services are not received Tree Life are legally entitled to take the unpaid invoice to the small claims court to reclaim the balance outstanding.
- 2.5 Tree Life reserves the right to charge large companies (defined in terms of reference above), a rate of 8% interest over base rate for each late day of the agreed time limit for payment. The rate is set by the Late Payments of Commercial Debts (Interest) Act 1998,

#### **3. Discontinuation of the course**

- 3.1 Even if a candidate does not show up to the course they are still liable for the payment.
- 3.2 No course is transferable to either another course or to another person.

#### **4. Communication**

- 4.1 All communication relating to any change in circumstances must be notified in writing, by letter, e-mail or fax.
- 4.2 Any other important information regarding elements of the course must be given in writing.
- 4.3 All details of the course such as timings are the candidate's responsibility to make sure they have received or heard all of the information that has been available.

#### **5. Personal details**

- 5.1 Any personal information relating to the candidate will be kept on file but will not be given to third parties at any time without written authorisation from the candidate in question.
- 5.2 Information may be held for up to 10 years after candidates have been on a course with Tree Life.
- 5.3 It is for the candidate to decide if they are right for the course not Tree Life.

#### **6. Copyright**

- 6.1 Any material produced by Tree Life is copyright of Tree Life Arboricultural Consultancy Ltd and therefore cannot be reproduced without permission.

