**STUDENT BOOKING FORM**

*Each student must complete this form and email it to the person booking the course on their behalf (for group bookings) or direct to info@openbriefing.org (for individual bookings).*

**Name:**

**Phone number:**

**Email address:**

**Date of birth:**

**Organisation:**

**Job title:**

**Name of course:**

**Date of course:**

**Location of course:**

**Please detail any medical conditions that the instructors should be aware of and list any medication that you are taking:**

**Please detail any physical or emotional support that you may require during the course:**

**Please outline the level of first aid training that you have, if any:**

Emergency contact 1:

**Name:**

**Relationship to student:**

**Phone number:**

**Email address:**

Emergency contact 2:

**Name:**

**Relationship to student:**

**Phone number:**

**Email address:**

We will only use the information that you provide on this form for the purposes of the course that you are booking.

**DISCLAIMER FORM**

*Each student must complete and sign this form and email it to the person booking the course on their behalf (for group bookings) or direct to info@openbriefing.org (for individual bookings).*

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT (“AGREEMENT”)

**Name: Date of birth:**Please PRINT full name Day/Month/Year

In consideration of participating in first aid training, I represent that I understand the nature of this Activity and that I am in good health and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the Activity.

I fully understand that this Activity involves risks of injury, which may be caused by my own actions or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the “Releasees” named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the Activity.

I hereby release, discharge and covenant not to sue Open Briefing Ltd or In Safe Hands Health & Safety Training & Consultancy Limited or their respective administrators, directors, agents, officers, volunteers and employees, other participants, any sponsors, advertisers or owners/lessors of premises on which the Activity takes place, (each considered one of the “RELEASEES” herein) from all liability, claims, demands, losses or damages on my account caused or alleged to be caused in whole or in part by the negligence of the “Releasees” or otherwise; and I further agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releases, I will indemnify, save and hold harmless each of the Releases from any loss, liability, damage, or cost, if any, which may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, and understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

**Signature: Date:**Signature of student Today’s date

**TERMS AND CONDITIONS**

**1. Payment terms**

Our standard payment terms are that payment is taken at the time of booking unless otherwise agreed. If payment by invoice has been previously agreed, the payment needs to be made no later than 30 days from the date of invoice or prior to the course start date, whichever is sooner.

**2. Course bookings**

Bookings may be made by email, telephone or via the Open Briefing website up to two weeks before the start of a course. Telephone bookings must be confirmed in writing.

**3. Cancellations**

Should circumstances mean that an individual booked on an open course needs to cancel or transfer their booking, the following charges will apply, dependent on the amount of notice given:

* More than four weeks notice: no charge.
* Three to four weeks notice: 50% of the course fee.
* Two to three weeks notice: 75% of the course fee.
* Less than two weeks notice: 100% of the course fee.

The only exceptions to the above are for serious illness or injury, for which a doctor’s note must be provided, or in exceptional circumstances, such as a death in the family. In such circumstances, students will be able to transfer their booking to another date within 12 months without charge.

Should circumstance means that an organisation that has booked a closed course needs to cancel or transfer that booking, the following charges will apply, dependent on the amount of notice given:

* More than six weeks notice: no charge.
* five to six weeks notice: 50% of the course fee.
* Four to five weeks notice: 75% of the course fee.
* Less than four weeks notice: 100% of the course fee.

Please note, we are unable to cancel or transfer individual places on a closed course. If a student is unable to attend, their employer is welcome to send someone in their place.

Please note, cancellation and transfer requests must be made in writing via email, and received by Open Briefing by the due dates set out above.

**4. Non-attendance**

If you do not attend a course, and you have not informed us before the start of the course, the full course fee remains payable.

**5. Late arrivals/missed sessions**

If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable. To conform with the requirements for accredited courses, attendance at all sessions is mandatory.

**6. Unforeseen circumstances**

On occasion, unforeseen circumstances or insufficient take-up may require us to cancel a course. In such circumstances you will be given as much notice as possible, and either a free transfer to another course date or a full refund of fees paid.

**7. VAT**

All course fees are subject to UK VAT at 20%.

**8. Guidelines for students and employers**

For group bookings, it is the employer’s responsibility to ensure that students are free from any condition that would affect their ability to undertake their chosen course, and that they have the aptitude to cope with an intensive course of study in sometimes demanding conditions. For individual bookings, this responsibility lies with the student.

We welcome students with disabilities, but students and employers should note that some of our courses are physically and mentally demanding, and may involve movement over rough ground. It remains their employer’s responsibility to ensure that students are appropriately supported during their course. Open Briefing would welcome in advance, for setup purposes, notification of any assistance that a student is likely to need during the course.