

## HETAS TRAINING COURSE BOOKING FORM

<b>Course Required</b>	Two day <input type="checkbox"/>	Three day <input type="checkbox"/>	Third day only <input type="checkbox"/>
<b>Course Date(s)</b>			
<b>Venue</b>			
<b>Company Name</b>			
<b>Address</b>  CERTIFICATE <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Tel No/Fax No:</b>			
<b>Delegate Name</b>			
<b>Address</b>  CERTIFICATE <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Tel No/Fax No:</b>			

**\*PLEASE INDICATE ABOVE WHICH ADDRESS THE PASS CERTIFICATE SHOULD BE SENT TO**

Course fees include the cost of the training manual, examination fees, lunches and refreshments but do not include overnight accommodation

**Please Note - THIS BOOKING FORM SHOULD ONLY BE COMPLETED IF YOU WISH TO ATTEND A COURSE THAT IS BEING RUN BY THE SOLID FUEL ASSOCIATION.**

Please send completed applications to:

Solid Fuel Association  
7 Swanwick Court  
Alfreton, Derbyshire  
DE55 7AS

or FAX to: 01773 834351

*For SFA Terms and Conditions of Booking please see separate sheet*

## **Hetas Training Courses**

### **Solid Fuel Association Terms & Conditions of Booking**

**Bookings** – Full payment must be made with the booking and should be attached to the booking form. A provisional booking can be made and a place will be held for 7 days whilst the booking form and payment are sent. After 7 days this place may be lost if the course is nearly full and other bookings with payment have been received.

#### **Courses – 2 day (Dry Systems) or 3 day (Wet Systems)**

It is the responsibility of the person booking the course to ensure that they have booked the correct course. No refund will be given if the wrong course has been booked. Please see separate sheet – Subjects Covered before booking.

**Methods of payment** – Cheque, Debit & Credit cards, BACS.

**Cheque, Debit Card & BACS Payments** – No surcharge will be made for payment methods of this type.

Please make cheques payable to “The Solid Fuel Association”

**Credit Card Payments** – There will be a surcharge of £7.50 per delegate using this method of payment.

#### **Terms of cancellation**

- If cancellation is made more than 14 days before the course starts a **full refund** will be provided minus an administration fee of £25.00.
- If cancellation is made between 7 and 14 days before the course starts a **50% refund** will be made unless we are able to fill the place when a full refund will be provided minus an administration fee of £25.00.

If cancellation is made less than 7 days before the course starts **no refund** will be made unless we are able to fill the place when a full refund will be provided minus an administration fee of £25.00.