

Tree Life 1 Day Course – Report Writing**Dates: Stage 1a – 25th June 2012**

Please ensure all lines have been filled in for the form to be processed and your place on the course given.

_____		_____	
Full Name including title		Home address – 1 st Line	
_____		_____	
Email address		Town	
_____	_____	_____	_____
Home Phone	Mobile Phone	County	Post code
_____		_____	
How did you hear about the course?		Emergency contact name /Relationship	
_____		_____	
Any Dietary requirements or medical conditions we should know about?		Emergency contact number	

Employer Details

_____		_____	
Company Name		Address – 1 st line	
()	()	_____	
Work Phone	Work fax	Town	
_____		_____	
Company position		County	Post code

Course DetailsInvoice & details addressed to: Home address Employer address (Please tick)**Stage 1a**

- A cheque for the full amount of £156.00** enclosed payable to Tree Life A/C Ltd (Course cost £130 + 20% vat)
- My local authority order number written here*therefore please send me a Tree Life invoice

*This option is available only for Local Authorities. ** All prices include Vat charged at the standard rate.

I understand that the payment is non refundable 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 / LA is paying	Date

Name of authorised person & position.

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

Tree Life Terms and Conditions: One Day Course.**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. Candidates not completing the whole or any part of the course will not be able to gain a refund except in exceptional circumstances determined and assessed by Tree Life. Any such circumstances must be put in writing and immediately seen by Keely Dowson of Tree Life.
- 3.2. The onus is on the candidate to ensure that the letter of circumstances has been received and is therefore being dealt with.
- 3.3. Even if a candidate does not show up to the course they are still liable for the payment.
- 3.4. 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.