

TERMS AND CONDITIONS **(Individual Bookings)**

In these terms and conditions of trading, FATplus means First Aid Training plus, 7 Tinkerfield, Preston PR2 9RT. The Client means the Individual, Company or Organisation to whom the services of First Aid Training plus are provided.

1. FEES. Fees are valid for 30 days from date of written quotation. On receipt of a booking (including name(s) of participant(s) and full details of person/organization responsible for payment) FATplus will issue all joining instructions in writing/email to the client. Invoices will be raised 14 days prior to course start date. Where an employer is paying for the space(s) booked, written authorization or purchase order MUST be supplied from the employer before the booking can be confirmed.

FATplus reserves the right to withhold certificates until all outstanding fees have been paid.

Fees are payable in full no later than 14 days from date of invoice. FATplus understands and will exercise its statutory right to interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to the agreed credit terms.

Fees on courses provided by FATplus for individuals at a venue provided by FATplus are quoted per person. All course fees include the cost of FATplus venue hire, tuition, travel expenses, administration, documentation, all course notes and use of training materials. certification and course manuals

2. CANCELLATION. FATplus reserves the right to cancel or postpone any course. In the unlikely event that this becomes necessary, as much notice as possible will be given and the client will be offered a choice, with due consultation of:

- (a) a full refund of fees or deposit already paid, if the course has not yet commenced
- (b) a proportionate of refund fees already paid, if the course has commenced and is not yet completed
- (c) an alternative date to commence or complete the course as appropriate to the circumstances.

If the Client requests cancellation of a space(s) on a course, no fees will be payable **PROVIDED** that not less than 21 days written notice is given to FATplus. If less than 21 days written notice is given, FATplus reserve the right to make an appropriate charge for administrative and other expenses as follows:

- 14 to 21 days written notice prior to course commencement = 50% of the course fee.
- Less than 14 days written notice prior to course commencement = 100% of the course fee.

At the discretion of FATplus, participants might be offered space(s) on alternative courses on receipt of full payment.

3. SUITABILITY. Delegates must be those who are reliable and likely to remain calm in an emergency. In addition, they should have the aptitude and ability to cope with an intense course of study and be able to use the knowledge and skills learnt during the course. Furthermore delegates must not suffer from any medical or other condition which would restrict their ability to undertake practical work which is an essential part of the training. If a delegate is considered unsuitable in the opinion of FATplus instructor(s), with due consultation the delegate may be asked to leave the course. In this event, FATplus reserves the right to charge the fee for that delegate.

4. PROPERTY OF FATplus. Any equipment and training materials supplied by FATplus remain the property of FATplus, apart from free issue course notes and other such material, which will be clearly identified. All such material is subject to Copyright and no copying or publishing of any part of it is permitted without the written permission of FATplus unless stated otherwise.

5. INSURANCE. FATplus carries professional & public liability insurance to a limit of £6,000,000 for any one incident. All property provided by and used by FATplus on courses is insured against accidental damage. The Client is required to insure any equipment provided by them for in-house training against accidental damage.

6. HEALTH AND SAFETY. The Client is required to ensure compliance with any Legislation, Regulation, Code of Practice or Guidance laid down by the Health and Safety Executive with regard to the suitability of premises provided for courses at a Client venue. FATplus will request details of the course venue (e.g. training room size & suitability) before course confirmation. FATplus has produced full risk assessments pertaining to training courses that they undertake, and all instructors undertake a dynamic risk assessment at all venues. Where appropriate, delegates will be advised of any potential hazards which may be present during the course of training and procedures they should adopt to eliminate or minimise the risks pertaining to the hazards.

7. COURSE PHOTOGRAPHS. FATplus trainers might take photographs during the training; images will occasionally be shown on FATplus' website, social media and course flyers. Please make FATplus trainer (s) aware if you explicitly do not want to have your picture taken or used for this purpose.

8. DISCLAIMER. FATplus shall not be liable for any loss, damage, expense, injury or delay of any kind to the Client, employee of the Client or any third party, by any act, default or omission howsoever caused, except insofar as such liability cannot be excluded by law.

9. ALTERATION. FATplus reserves the right to amend these terms and conditions without prior notification. English Law shall govern these Terms and Conditions of Trading. Any alterations, modifications or extensions affecting the above clauses shall not be valid unless agreed by FATplus and acknowledged in writing.