

BOOKING FORM



Forest Schools Practitioners Award Level 3 Open Awards

You are required to complete this form and return to Forest Schools Education

Initial training week of 5 days:

Course Location:

Dates of Course:

Correspondence Details:

Full name (Mr/Mrs/Miss/Ms).....

Address

.....

Postcode.....Daytime Telephone No.....

*Mobile..... E-mail.....

*You must provide a personal mobile number so you can be contacted during school holidays

Home postcode (registration purposes)..... D.O.B.....\.....\.....

Do you wish to attend the ITC Outdoor First Aid course specifically designed for use with Forest Schools for a reduced rate of £99*? Yes No

Course Payment Details: Please tick as appropriate

Payment Type		Invoice Payee details (Company name and address)	Amount
Invoice	Cheque		
			£699 (if booked more than 2 months in advance) £799 (if within 2 months of course start date)

Terms and conditions:

- By signing this booking form and returning it to us you agree that should you cancel your course at any time a cancellation fee will be charged as follows:
 - Cancellation more than 20 working days = £200.00
 - Cancellation less than 20 working days = Full course cost.

2. Full amount must be paid within 24 hours of commencement of initial training week or interest will be charged to cover administration fee.
3. Cancellations cannot be accepted out of Forest Schools Education office hours **(9-5pm Monday-Friday)**
4. Cheques are made payable to Forest Schools Education.
5. Please note: You have 3 months to return your completed portfolio from the date you attended your assessment week. After this you will be charged £100.00 re-registration fee.
6. Cancellations of the Assessment or First Aid sections of this course are also subject to cancellation fees. A £50.00 re booking fee will apply for courses cancelled within 10 working days of course start date or after multiple cancellations.
7. If you already hold an **ITC Outdoor First Aid** certificate you do not have to attend the first aid element, please provide a copy of your certificate during your assessment training.
8. To receive the Early Bird Discount price you must return your form to the office at least two months before the start date of the course. If your form is received after that date the standard price of £799 will apply.

***ITC Outdoor First Aid £135 if booked separately.**

Employment Details:

Name of EmployerPosition.....

Main responsibilities.....

Please give details about any past experience you have working within an outdoor environment and/or with children. (attach separate pages if you wish)

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Please summarise what you wish to achieve by completing the course and how you aim to use the skills, which you learn. (attach separate pages if you wish)

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Where did you hear about Forest Schools Education (Archimedes)?

**You must complete the remaining section of your course to complete your qualification:
Assessment/Development Week – 4 days**

You can book your Assessment Week after you have completed your Initial Training Week, go to www.forestschools.com then call the office on 0114 2834060 to book your place.

Booking the next sections of your training:

ITC Outdoor First Aid Training– 2 days £99 with initial booking, £135 if booked separately.

You can choose the First Aid dates you wish to attend by going to www.forestschools.com then call the office on 0114 2834060 to book your place.

I acknowledge I have read and agree to the above terms and conditions

Signed.....Date.....

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