



Booking Form – Specialist courses.

Company Name	
Contact Name	
Address	
CITB Registration No. (if Applicable)	
Number of places required	Place(s) at £ + vat per person
Payment enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase order No.	

Candidate name	
Address	
Telephone / mobile Email	
Emergency contact	
CITB Registration No. (if applicable)	
Special Requirements	

Course	
Dates	
Location	

Booking terms

A written acknowledgement of the booking and payment will be issued following receipt of the completed booking form. Full payment must be made with the booking in order to secure a place on the chosen course.

If payment is not received with the booking, places will be held for 10 days (by prior arrangement only) after which it cannot be guaranteed that a place on the course will be available.

Joining instructions will be provided with confirmation of the booking.

Cancellations

If a written notification of a cancelled booking is received 21 or more days before the commencement of the course, a full refund will be made. If the notification is made between 21 and 7 days before course commencement, 50% of the fees will be reimbursed. However, no refund can be made if the candidate fails to attend or if a cancellation is made less than 7 days before commencement of the course.

CITB grant claims

All candidates on grantable courses must bring their National Insurance number, CITB number and the Company CITB levy number. Upon completion of the course, Controlled Risk will complete the necessary CITB administration in order to secure any available grants.

Payment

Payment should be made by cheque, and made payable to: Controlled Risk

This completed booking form and payment should be sent to:

Controlled Risk
Riverside Road
Gorleston
Gt Yarmouth
Norfolk
NR316PX

T: 01493659124

M: 07765864442

F: 01493440225

p.kirby@controlledrisk.co.uk