

# THE ASSOCIATION FOR SPECIALIST FIRE PROTECTION

## ASFP Foundation Course in Passive Fire Protection Level 3 Course

Mercure London Watford Hotel, A41 Bypass, Watford, WD25 8JH

### BOOKING APPLICATION

The course takes place over 7 days of lectures, ranged across several weeks. The course dates are:

**29<sup>th</sup> October, 5<sup>th</sup>, 19<sup>th</sup>, 28<sup>th</sup> November, 3<sup>rd</sup>, 10<sup>th</sup> & 19<sup>th</sup> December 2019**

To register your application for a place on the training course please clearly complete all sections below and return to [training@asfp.org.uk](mailto:training@asfp.org.uk) Please note we require one form to be completed per individual.

Please also note that due to limited availability on this course we can only accept a maximum of 3 applications per company.

**Please complete all requested information on page 1 and 2 of this form.**

<b>PLEASE COMPLETE DELEGATE INFORMATION:</b>	
DELEGATE FULL NAME:	
COMPANY NAME:	
JOB TITLE:	
DELEGATE EMAIL:	
DELEGATE MOBILE NO:	
<b>PLEASE COMPLETE INVOICING DETAILS:</b>	
MAIN CONTACT NAME:	
MAIN CONTACT EMAIL ADDRESS:	
MAIN CONTACT TELEPHONE NUMBER:	
ADDRESS:	
	POSTCODE:
ASFP MEMBER PRICE: £1,925 +VAT	<input type="checkbox"/>
ASFP MEMBERSHIP NO:	
ASFP NON-MEMBER PRICE: £2,800+VAT	<input type="checkbox"/>
IFE MEMBERSHIP NO:	
PURCHASE ORDER NUMBER (if required):	
I WILL CALL THE ASFP OFFICE WITH MY CARD DETAILS	<input type="checkbox"/>

## Terms and Conditions

1. Once your application has been received please allow up to 7 working days for processing, after which successful candidates will be notified by the ASFP offices.
2. Payment terms are 30 days from date of invoice OR 10 days prior to the start of the course, whichever is soonest.
3. Full joining instructions will be sent to successful candidates and arrive no later than 1 week before the course start date. All candidates will be supplied with course notes on the first day of the course.
4. Cancellations:
  - a. 6-4 weeks' notice: 50% refund
  - b. 4-0 weeks' notice: No refund
  - c. Failure to attend: No refund
5. We will try to accommodate requests for postponement, changes in names, reductions in numbers whenever possible but reserve the right to impose a cancellation charge.
6. Payment details: BACS: Acc No: 01005154 Sort Code: 30-90-09 Switch, Solo, Visa, and Mastercard facilities are available.
7. Non-payment: Any candidate who has not paid in full prior to the start date will not be allowed to commence the course.

## General Course Information

1. The ASFP shall endeavour to ensure that the published programme for training is provided. However, the Association reserves the right to alter published timetables.
  2. The courses shown are those currently offered by the ASFP and the contents remain the property of the ASFP at all times.
  3. Accommodation is not included with any of the ASFP courses. Candidates must make their own arrangements.
  4. Refreshments: All courses include refreshments, candidates must notify the ASFP offices of any dietary requirements prior to the course commencing.
  5. Transportation is not included with any of the ASFP courses. Candidates must make their own arrangements.
  7. Special requirements: Students are requested to provide notice of any special requirements they may have.
  8. The ASFP reserves the right to cancel a training course if minimum delegate numbers have not been reached. The ASFP will endeavour to give 2 working weeks' notice of cancellations.
- The Association's liability shall be limited to a refund of any booking fees paid.

**SIGNED:**

**PRINT NAME:**

**DATE:**

## Data Protection Declaration

The Association for Specialist Fire Protection (ASFP) fully complies with existing data protection legislation and in accordance with this will hold the data contained in this form for administrative purposes. By completing this form, you give you consent that the information that you have provided will be held securely within the ASFP records and used to process your registration for training

For further information on how the ASFP will collect, store and handle your personal data please refer to the ASFP Privacy Policy on the website: [www.asfp.org.uk/About/privacy.php](http://www.asfp.org.uk/About/privacy.php)

On occasions ASFP would like to contact you with details of other events, industry updates and technical guidance we provide. If you consent to this purpose, please tick the box below:

I WOULD LIKE TO BE SENT FURTHER INFORMATION FROM ASFP