



# THE ASSOCIATION FOR SPECIALIST FIRE PROTECTION

**ASFP E-learning Course in Passive Fire Protection  
Level 3**

## BOOKING APPLICATION

To register your application for a place on the training course please clearly complete all sections below and return to [info@asfp.org.uk](mailto:info@asfp.org.uk)

**Please complete all requested information on page 1 and 3 of this form.**

PLEASE COMPLETE INVOICING DETAILS:	
MAIN CONTACT NAME:	
MAIN CONTACT EMAIL ADDRESS:	
MAIN CONTACT TELEPHONE NUMBER:	
ADDRESS:	
	POSTCODE:
ASFP MEMBER PRICE: £1,200.00 +VAT (€1,404.00)	<input type="checkbox"/>
ASFP MEMBERSHIP NO:	
ASFP NON-MEMBER PRICE: £1,600.00 +VAT (€1,872.00)	<input type="checkbox"/>
IFE MEMBERSHIP NO:	
PURCHASE ORDER NUMBER (if required):	
I WILL CALL THE ASFP OFFICE WITH MY CARD DETAILS	<input type="checkbox"/>

Discounts available for bulk bookings of 11+. Contact [info@asfp.org.uk](mailto:info@asfp.org.uk) for details

## Terms and Conditions

### Online Introduction to Passive Fire course:

Only one online 'Introduction to PFP' can be added to your basket per transaction, orders may take up to five (working) days to process. The purchased licence offers access to the course for the named licensee(s) only for up to a maximum of 6 weeks from the date of your first login.

For multiple licence purchases of the Online Introduction to PFP please contact the ASFP on [www.info@asfp.org.uk](mailto:www.info@asfp.org.uk) or **024 76 935 412**.

Refunds are only applicable based on the following:

- A refund is requested within one month of purchase (transaction) and the course has not been accessed and/or used.
- A refund is requested within six weeks of issue of username and password and the course has not been accessed and/or used.

### Foundation Course Level 2 and Level 3:

- Once the application has been received please allow up to 5 (working) days for processing, after which delegates will be notified of booking arrangements by the ASFP office.
- Payment terms are strictly 30 days from date of invoice or prior to the start of the first day of the course, whichever is soonest. For online courses, payment is required prior to access to the eLearning.
- Full joining instructions will be sent to delegates and arrive no later than 5 (working) days before the course start date. For eLearning courses, access will be sent to the delegates once payment is confirmed as received into the nominated ASFP bank account.
- All delegates will be supplied with comprehensive course notes. For eLearning courses all appropriate information is supplied within the training platform.

### Cancellations/Refunds:

Classroom Foundation Course:

- 6-4 weeks notice\*: 50% refund.
- 4-0 weeks notice\*: No refund.
- Failure to attend: No refund.
- Requests for postponement, changes in delegate names, reductions in delegate numbers will be accommodated wherever possible; however, ASFP reserves the right to impose a cancellation charge.

\*Prior to the first day of the multiple day course.

eLearning Foundation Course:

- Refund requested within one month of purchase (transaction) and the course has not been accessed and/or used.
- Refund requested within one month after access to the eLearning platform has been granted and the course has not been accessed.

### Payment Details:

- £ - BACS: Acc No: 01005154 / Sort Code: 30-90-09
- € - BACS: Acc No: 86425949 / Sort Code: 30-96-34
- Solo / Visa / Mastercard
- PayPal

**Non-payment:**

- Any delegate who has not paid in full prior to the start date will not be allowed to commence the classroom course or access eLearning.

**General Course Information:**

- Access to eLearning foundation courses is limited to six months (aggregate) total duration from the date of first logging in to the eLearning system.
- The ASFP shall endeavor to ensure that a published programme for training is provided. However, the association reserves the right to alter published timetables.
- The courses shown are those currently offered by the ASFP and the contents remain the property of the ASFP at all times.
- Accommodation and/or accommodation reimbursement is not included with any ASFP course.
- Refreshments: All (publicly available) classroom courses arranged and marketed by the ASFP include refreshments, delegates must notify the ASFP of any dietary requirements prior to commencement of the course.
- Transportation and/or transportation reimbursement is not included with any ASFP course.
- Special requirements: Delegates are requested to provide notice of any special requirements that they may have.
- The ASFP reserves the right to cancel any training day / event / course if minimum delegate numbers have not been reached prior to commencement of the course. The ASFP will endeavor to give 2 (working) weeks' notice of any cancellation and offer alternative date(s) as and when they become available. Delegates having previously paid in part or in full for cancelled courses will be given priority with new course dates and location.
- The Association for Specialist Fire Protection (ASFP) liability shall be limited to a maximum of the net amount relating to any one or multiple course booking fee(s) paid.

*I agree to the Terms and Conditions as laid out and described in this document in part or in whole;*

**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 your 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**