Course Booking Form

AM2 Centres South-East

CANDIDATE DETAILS

Title | First Name | Last Name | Gender | Date of Birth (DD/MM/YY)

Gender: M F Other

Are you an apprentice? Yes No

Address | Postcode

NI Number | Mobile Number | Email Address

Marketing Opt-in: Please tick if you are happy for us to contact you regarding our offers and courses.

Awarding Body (if applicable) | Date of Course | Product | U.L.N (if applicable)

Special Needs / Disability? Yes No — If yes, please provide details as you may be entitled to additional provisions from NET Services for your assessment

CURRENT EMPLOYER DETAILS (for apprentices only)

Name | Email Address

Address

Contact Number(s)

TRAINING PROVIDER (for apprentices only)

Name | Email Address

Address

Contact Number(s)

PAYMENT TERMS

Course Type

- AM2 Assessment £885 + VAT
- AM2S Assessment £965 (VAT exempt)
- AM2SN Assessment £965 (VAT exempt)
- AM2S V1.1 Assessment £1,340 (VAT exempt)
- AM2E Assessment £965 + VAT
- AM2E V1.1 Assessment £1,235 + VAT
- AM2 EU 1 £355 + VAT
- AM2 EU 2 £355 + VAT
- AM2 Refresher (2 Days) £300 + VAT

Payment Type

Bank Transfer Card

PO no.

Net Total | Vat Total | Grand Total

Authorised Signature

By booking on any one of our training courses, you agree to accept and abide by our terms and conditions.

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AM2 Centres South-East

South-East AM2 Training Course Terms & Conditions

Terms and Conditions
These terms & condition govern all aspects of our service provision and we strongly recommend that you read these terms and conditions fully before committing to enrolling on the AM2 assessment or any of the resit assessments.

Eligibility
It is the responsibility of the learner to ensure that they have fulfilled and meet all the eligibility requirements prior to undertaking the AM2 assessment.

Bookings
When provisional bookings are agreed and confirmed, an invoice will be generated and emailed within 2-3 working days.

Assessment Payment Terms
All courses must be paid for prior to the start date of the course. It is expected that all payments will be made and clear the bank accounts of South-East AM2 Centres Limited, seven days before the start date of a course in accordance with the payment terms agreed at the time of sale. Any variations to this policy will have to be agreed by the appropriate level of senior management.

Delivery
All assessments are delivered over three days in accordance with the delivery criteria set by Net Services. South-East AM2 Centres will always ensure that there is a suitably qualified and experienced assessor on hand during the delivery of the training.

In the unlikely event that an assessment session is unable to accommodate a confirmed booking, it may be necessary to offer an alternative date and/or venue of an equal standard. If at any time we need to make changes that will significantly affect your attendance, or we need to cancel your course, notification will be given as soon as possible, offering a suitable alternative or refund. This does not include minor changes or events during your assessment resulting from unusual or unforeseeable circumstances beyond our control. We cannot be held responsible for cancelling your booking because of your failure to comply with any requirement of our booking terms and conditions or be held liable for any expenses, costs or losses incurred through cancellation of a course.

Cancellations/Refunds
We understand that circumstances can change, however we do operate a strict cancellation / refunds policy as summarised below.

Cancellation Notice	Refund Charges
30 or more days	100% - £25 Admin Fee
0 to 29 days	0%
Non-Attendance	0%

The above does not affect your statutory rights. At the discretion of South-East AM2 Centres, we may consider a cancellation on medical or compassionate circumstances (proof of which may be required). All refunds agreed will be paid in accordance with our 30 days' payment terms. Cancellation notices should be directed through your Account Manager or the Bookings department.

Changes to Bookings
Requests to change course date, change of attendee or change of course can be requested at any time subject to availability. All changes requested up to 15 days before the start of the assessment will attract no charges. However all changes requested less than 15 days before the start date will attract a £25 admin charge.

Late Bookings
A "late booking" is deemed as an assessment booked less than 5 working days before the start date. If a booking is confirmed within this timeframe the cancellation notice still applies.

Assessment Disclaimer
If at any point during the delivery of your assessment, it is proven that your eligibility was based on false information provided, South-East AM2 Centres will not reimburse any payments made and you will be de-registered from the Awarding Organisation and will not be able to complete the course.

Certificates
On successful completion of your qualification, your certificate will be sent by Royal Mail 1st class post. Although we do not charge for postage, we cannot be held responsible for mailed items once they have left our possession. Should you fail to receive your certificate, a duplicate certificate will be charged at an applicable cost. Certificates will not be released if there are outstanding invoices or fees

Exam Resits
Resit examinations will be chargeable as follows (excluding VAT):

Exam Resits	Charges	AM2, AM2s, AM2e, AM2sN	AM2ev1 / AM2sv1
Resit - A1		£190	£235
Resit – A2 – A6	1 section 2 sections 3 sections 4 sections 5 sections	£250 £385 £455 £550 £610	£320 £475 £555 £655 £720
Resit - B		£265	£315
Resit - C		£190	£235
Resit - D		£265	£315
Resit - E		£190	£280
AM2 EU 1 or 2 Safe Isolation		£195	
AM2 EU 1 Containment		£250	
AM2 EU 2 Testing		£270	

These prices are subject to change.

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