

## CPD Training Programme Application

<b>Important</b>
Complete ALL sections and post to the address above

<b>Section A</b>	<b>Personal Details</b>
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Title (i.e. Mr, Mrs, Dr, etc): \_\_\_\_\_ Email: \_\_\_\_\_

Last Name: \_\_\_\_\_ Address: \_\_\_\_\_

First Names: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

<b>Section B</b>	<b>Course Details</b>
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Training Programme (i.e. Wheelchair Mobility)	Date	Location (i.e Manchester)	Cost

Please inform us of how the course will be funded. An invoice will be sent to you or your employer/sponsoring agency for settlement **before** confirmation of entry on the course.  
**You cannot undertake the course without funding in place – see following notes.**

Sponsor Name:

Invoice Address:

## Notes

The following terms and conditions are the terms and conditions of business between Provision Solutions Ltd (Company) and the Sponsor (Client) and they are deemed to be accepted by the Client.

1. Where the context permits, words importing the singular shall include the plural and visa versa and words importing the masculine shall include the feminine and neuter and visa versa.
2. For the avoidance of doubt both parties confirm that Provision Solutions Ltd enters into the agreement as an independent contractor and is not, nor shall for any purpose be regarded as an employer.
3. The Client shall pay Provision Solutions Ltd charges at the appropriate rates from time to time in force. Should variation be necessary, one month's notice shall be given to the client before variation commences.
4. An Invoice(s) will be submitted after acceptance of a completed Application form for settlement within fourteen (14) days. BACS payments are accepted – details on request. Cheques to be made payable to 'Provision Solutions Ltd'.

Cancellation of Courses will incur the following scale of charges: 13 weeks prior to delivery no charge. 12 weeks – 6 weeks prior to delivery a charge of ten (10) percent of the total cost. Less than 6 weeks prior to delivery the full cost of the training will be invoiced. All charges will be the relevant percentage of the total cost plus VAT @15.0%.

5. Provision Solutions Ltd reserves the right to refuse entry onto any training programme, course or workshop if payment has not been received prior to delivery.
6. Provision Solutions Ltd reserves the right to supply an appropriately qualified member of its staff, if for any reason the original staff member is withdrawn.
7. These terms constitute the terms and conditions of business between Provision Solutions Ltd and the Client and no variation of these terms and conditions shall be accepted without the written consent of a director of Provision Solutions Ltd.