

GROUP/ORGANISATION DETAILS

Group/Organisation Name			
Contact Person		Phone	
Email			

COURSE DETAILS

Course Date(s):		Number of Participants:	
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PAYMENT DETAILS

Direct Credit
 Cash/Cheque
 Course fee paid by students
 Invoice

Contact Name (for accounts)	
Phone (for account enquiries)	
Details (e.g. order number)	
Email (to send invoice to)	
Postal Address <small>Required for Invoicing purposes. We email Invoices by default.</small>	

TERMS AND CONDITIONS

I have read and agree to the terms and conditions attached

Signature: _____ Date: _____

TRAINING REQUIREMENTS

Please note if there are specific training needs that you would like us to consider. Common workplace injuries? Worst case scenario?	
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VENUE DETAILS

Meditrain Waikato premises on 82 Naylor Street Hamilton
 Own venue:

Please note: A TV and video or DVD player and whiteboard is required to facilitate the course	Location/Address:
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COURSE KEY

KEY	Course Name	Units Covered	Duration
Full	Comprehensive Workplace First Aid	6400, 6401 & 6402	8 hours
R	Refresher Workplace	6400, 6401 & 6402	4 hours
Child	Childcare Workplace First Aid	6400, 6401 & 6402	8 hours
ChildR	Refresher Childcare	6400, 6401 & 6402	4 hours
B	Basic First Aid	6401 & 6402	5 hours
CPR	Basic Life Support (CPR)	6402	3 hours

STUDENT DETAILS

	Full Name	Course Required
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
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12		
13		
14		
15		
16		
17		
18		
19		
20		

Please use a second copy of this page if you are booking for more than 20 students.

Please return your completed form to MediTrain Waikato

82 Naylor St, Hamilton – Phone/Fax (07) 856 1194 – info@meditrainwaikato.co.nz

GROUP BOOKING TERMS AND CONDITIONS

Group Size

The minimum number of participants for group bookings is 10 (unless otherwise arranged). If less than the minimum number of people attend the course, the course fee is equivalent to the minimum number of people arranged at the time of booking.

The final number of participants needs to be confirmed at least 4 working days before the course date.

Group Information Required

Groups must complete a group booking form to provide relevant information and to confirm adherence to the MediTrain Waikato terms and conditions.

Group Booking Deposit and Confirmation

A deposit of 20% of the course fee is required for all group bookings. The deposit is payable within 7 days of receipt of invoice or 7 days prior to the course date, whichever comes first.

Group bookings will only be confirmed on receipt of the completed group booking form and the 20% deposit.

Group Booking Course Fee Payment

The course fee balance (total course fee less deposit) is due within 3 days of course date or receipt of invoice, whichever comes last. ***The prompt payment discount applies only when the course fee balance is received 5 days before the course date.***

Certificates will only be issued after payment has been received.

Change of Group Course Dates

Group booking course dates can be changed provided we received at least 7 working days notice. Alternative dates are subject to availability.

Travel Surcharge for Group Bookings

A travel surcharge may apply to bookings outside Hamilton.

Group Booking Cancellations

If the course is cancelled at least 10 working days prior to the course date, the deposit will be refunded in full.

If the course is cancelled less than 10 working days prior to the course date, the deposit will not be refunded. A credit to the value of the deposit will be issued to be used towards First Aid training within one month from the original course date.

Non-attendance for Group Bookings

Once student numbers have been confirmed, no refund will be issued for non-attendance. As a courtesy, those who did not attend the course can attend one of our scheduled courses at MediTrain Waikato within 1 month of the group course date.