

## 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 Required for invoicing. Invoices are emailed by default.	

## TERMS AND CONDITIONS

I have read and agree to the terms and conditions attached

Name:

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	Address and directions:
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Please return your completed form to MediTrain Waikato

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

## 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

\*plus self-directed learning

## STUDENT DETAILS

	Full Name	Course Required
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
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.

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## **GROUP BOOKING TERMS AND CONDITIONS**

### **Group Size**

The minimum number of participants for group bookings is

- 10 for courses held in Hamilton,
- 15 for courses held up to one hour travel time from Hamilton,
- 20 for courses held more than one hour travel time from Hamilton.

The final number of participants needs to be confirmed at least seven (7) working days before the course date.

If less than the number of people confirmed attends the course, the course fee is the equivalent to the number of people confirmed.

If you would like to add students to the course after you confirmed students numbers, please contact us.

### **Group Booking Form Required**

The person organising the group booking must complete a group booking form to reserve a course date, provide relevant booking information, and to confirm adherence to the MediTrain Waikato terms and conditions.

### **Group Booking Deposit Payment and Course Confirmation**

***Group Bookings can only be confirmed when the completed Group Booking Form and deposit payment are received.***

A deposit of 20% of the course fee is required for all group bookings. An invoice is issued at the time of booking. The deposit payment must be received within 7 days of invoice date or 7 days prior to the course date, whichever comes first.

Group bookings arranged within 7 days of the course date will only be accepted if the deposit payment is made at the time of booking.

MediTrain Waikato may decide to issue one invoice for the total course fee. Payment of the total course fee by the date specified on the invoice will be required to confirm the course date.

### **Group Booking Course Fee Balance Payment**

An invoice for the course fee balance (total course fee less deposit) is issued upon confirmation of final number of participants at least five (5) working days before the course date.

The course fee balance must be received within 3 days of course date or invoice date, whichever comes last.

***If a prompt payment discount is offered, this only applies if the course fee balance is received at least five (5) days before the course date. It is the group organiser's responsibility to confirm the final number of participants on time to enable timely payment by the group.***

### **Change of Group Booking 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 seven (7) days prior to the course date, the deposit will be refunded in full.

If the course is cancelled less than seven (7) 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.

If less than the number of people confirmed attends the course, the course fee is the equivalent to the number of people confirmed.

As a courtesy, those who did not attend the course can attend one of our scheduled courses at MediTrain Waikato held within 30 days of the group course date.

### **General MediTrain Waikato Terms and Conditions**

Note that the general MediTrain Waikato Terms and Conditions (<http://www.meditrainwaikato.co.nz/Student+Information++Terms+and+Conditions.html>) also apply to group bookings.