



FOR Cardiff Fully Funded Training Terms and Conditions

Please sign and complete the form below and return it to FOR Cardiff via email is info@forcardiff.com.

Organisation	
Lead Booker Name	
Lead Booker Contact Email	
Lead Booker Contact Number	

Delegate details:

Course Name	Course Date	Delegate Name

Special Requirements (incl. access):

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Eligibility

- Only member businesses that pay a BID levy to FOR Cardiff are eligible to attend FOR Cardiff's fully funded training.
- Businesses that have not paid their BID levy for the previous financial year will not be eligible.
- The delegate must be employed by the FOR Cardiff member business and be based in the Cardiff branch.

Booking Limitations

- Businesses are limited to two spaces per course date.
- Businesses are limited to a maximum of 6 spaces per course over a 12 month period.

Covid-19 Protocol

- Delegates must adhere to covid-19 measures set out by the training provider.
- Delegates must not attend in-person training if they have covid-19 symptoms, have tested positive for covid-19 or have been in close contact with someone who has tested positive.
- Please inform FOR Cardiff and the training provider as soon as you are aware that a delegate cannot attend a course due to covid-19. You can contact us by emailing info@forcardiff.com or calling us on 02920 314770.

Cancellations & Failure to Show

- Please contact FOR Cardiff as soon as you become aware that a delegate is not able to attend a course for any reason. Cancellations must be made by emailing info@forcardiff.com or by calling FOR Cardiff directly on 02920 314770.
- Please inform FOR Cardiff if you need to make changes to your booking; for example, changing the name of the delegate that is attending a particular course. Delegates that have not confirmed their booking with FOR Cardiff will be refused by the training provider.
- Businesses that fail to attend a course or cancel less than 5 working days before a course will be charged a cancellation fee. The cancellation fee will be issued via invoice to the lead booker.
- The cancellation fee will be calculated based on the cost of the booking. The cancellation fee will be used to cover losses made due to cancellations. FOR Cardiff will not benefit financially from the cancellation fee.
- Businesses that fail to pay a cancellation fee will result in their access to training being revoked.
- FOR Cardiff is funded by businesses in Cardiff city centre and therefore it is necessary to put these measures in place to manage our BID levy income efficiently and to continue to provide funded training to our members.

Changes to Bookings

- FOR Cardiff reserves the right to make changes to a training course or cancel a training course if the minimum number of delegates has not been reached.
- We will always try to give delegates at least 5 working days' notice if we need to make changes to their booking.

Booking Confirmation

- FOR Cardiff will confirm the booking once this form has been received.
- The delegate will receive a confirmation email from the training provider at least one week before the course date with further joining instructions.

By signing this form, I confirm that:

- I have the appropriate authorisation from my organisation to book this training.
- I have read, understood, and agreed to the terms and conditions on this booking form in relation to this booking.

Signed:

Date: