**LEEA ZOOM TRAINING COURSE ENROLMENT FORM**

# PLEASE NOTE THAT YOUR SPACE ON THE COURSE WILL ONLY BE CONFIRMED ONCE WE HAVE RECEIVED FULL PAYMENT FOR YOUR COURSE.

# ANY SPACES HELD OR BOOKED AWAITING PAYMENT ARE SUBJECT TO OUR CANCELLATION FEES.

Given Name: Click or tap here to enter text. Family Name: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text. LEEA Student ID (if known): Click or tap here to enter text.

**Please insert an ‘X’ in the correct statement from the below two options:**

Is the student an Employee of Member Company: Click or tap here to enter text.

OR an Individual Trainee (ITS): Click or tap here to enter text.

Company name (and branch if applicable): Click or tap here to enter text.

Individual E-mail address: (without this, students cannot be sent their training invitation from our Academy):

Click or tap here to enter text.

**PLEASE SELECT THE COURSE BELOW INCLUDING THE PREFERRED DATE**

|  |  |
| --- | --- |
| **Subject (member price/ITS price excl. VAT)** | **Insert an ‘X’ as required** |
| ZOOM Foundation Course @ £395/£790 |  |
| ZOOM Lifting Equipment General Advanced Programme @ £650 / £1300 |  |
| ZOOM Lifting Machines Manual Advanced Programme @ £650 / £1300 |  |
| ZOOM Lifting Machines Power Advanced Programme @ £650 / £1300 |  |
| ZOOM Runways & Crane Structures Advanced Programme @ £650 / £1300 |  |
| ZOOM Overhead Travelling Cranes Advanced Programme @ £650 / £1300 |  |
| ZOOM Offshore Containers Advanced Programme @ £650 / £1300 |  |

Our Zoom course training dates are available to visit via our website, <https://leeaint.com/courses>. As we are also running Hybrid courses (some students attending in person and others attending via Zoom) we are not taking any bookings via the website or listing the availability.

Please send your booking form back to [academysupport@leeaint.com](mailto:academysupport@leeaint.com) selecting your preferred dates below and a member of the team will be in touch to confirm the availability and booking.

**Preferred course start date:** (    /    /    ) **Alternative course start date:** (    /    /    )

Purchase order number: Click or tap here to enter text.

Name of person placing order: Click or tap here to enter text.

**Credit/Debit card payment:**

Please complete the details below. Card type (please indicate):

MasterCard, Visa Credit, Visa Electron, Maestro, Solo, JCB, American Express, Visa Debit

Card number: Click or tap here to enter text.

Card expiry date: Click or tap here to enter text.

Security code (last 3 digits in signature box): Click or tap here to enter text.

Issue number or start date (Maestro/Solo only): Click or tap here to enter text.

Card holder’s name (as on the card): Click or tap here to enter text.

Card holder’s Signature:

Alternatively, we can issue you with a secure payment link or take payment via the phone +44 1480 432801.

**Routes to assessment – please note that these must be booked separately on or after the last day of the course**

1. Contact LEEA with your completed F4e online assessment booking form and a digital passport style photo of the student to [assessments@leeaint.com](mailto:assessments@leeaint.com). This can be found on our website under the booking forms and course prices tab.
2. Contact LEEA at [assessments@leeaint.com](mailto:assessments@leeaint.com) or +44 (0) 1480 432801 to arrange your assessment with an approved LEEA Assessment Centre in your region, or to arrange the approval and booking of a new Assessment Centre in your region.

**Assessment Resit Fees**

For re-sits of Assessments, where students did not achieve the required “pass” mark on the first attempt the cost is: Employees of LEEA Member Companies: £90 (incl. VAT) £75 (excl. VAT)

Individual Trainees: £120 (All incl. VAT to comply with UK law)

**Employer’s Declaration (TO BE SIGNED BY EMPLOYER ONLY)**

I hereby certify that this candidate is eligible to sit the course (s).

Signed

Date Click or tap here to enter text.

Name Click or tap here to enter text.

Position Click or tap here to enter text.

## Employers of candidates with learning difficulties, e.g. Dyslexia, should make LEEA aware at the time of completing this form by providing a brief explanation of their difficulty below.

Click or tap here to enter text.

**Individual Trainee Declaration (TO BE SIGNED BY REGISTERED INDIVIDUAL TRAINEES ONLY)**

I hereby certify that I am registered under the Individual Trainee Scheme and eligible to sit the course (s).

Signed

Date Click or tap here to enter text.

Name Click or tap here to enter text.

**Terms and Conditions**

1. **ELIGIBILTY FOR TRAINING**

* Trainees must be 18 years or older.
* Trainees must be employed by a LEEA Member or registered with LEEA as an Individual Trainee.
* Trainees must have passed the LEEA Foundation or previous Part 1 Entry course to complete an Advanced Programme.

1. **LEARNING DIFFICULTIES**

LEEA must be informed at the time of booking if a trainee has a learning difficulty. The trainee should also inform their trainer at the start of the course.

Webinar training may not be suitable for trainees who have specific needs.

Depending on what assistance and accessibility arrangements are requested, we may need to see evidence of the trainee’s learning difficulty. Examples of evidence could include:

* A letter or report from a relevant medical practitioner such as a hospital consultant, psychiatrist, educational psychologist, Speech and Language therapist
* A statement of Special Educational Needs
* An Education, Health and Care Plan

Evidence submitted to us must be dated, include details of the author (like their name and position) and specify the disability or learning difficulty. The trainee should have been at least 12 years old when the evidence was written. The evidence should be relevant to the request (for example, if applying for a reader and no other arrangements, then results of a spelling test should not be included).

1. **PAYMENT TERMS**

Payment is required in full ahead of the course start date and joining instructions will not be issued until payment is received.

Please note that any courses booked within 35 days of the course start date must be paid at the time of booking, courses outside of this period can be invoiced but payment is required on receipt of the invoice or within our strict 30 day payment terms.

If you have made a booking pending payment, the below cancellation terms will still apply to this booking.

No member shall re-sell places on LEEA training courses to other companies or individuals.

All payments should be made in Pounds Sterling net of all currency charges.

1. **CANCELLATION – TRAINEE NO LONGER ATTENDING**

If you cancel the booking or fail to show for the course, refunds will not be given. If the invoice has not been paid, or the booking is cancelled within the below policies we will invoice for the appropriate cancellation fee.

Credit notes or transfers to alternative courses would be available in this event in line with our cancellation periods stated below.

Cancellation within 7 working days of the commencement of the course = 50% of the course fee

Cancellation within 2 working days of the commencement of the course = 100% of the course fee

1. **SUBSTITUTIONS**

No substitutions are permitted for the ZOOM training programme.

1. **CANCELLATION – COURSE NO LONGER RUNNING**

LEEA reserves the right to postpone or cancel a course if the number of trainees or operational demands mean that it is not viable to run the course.

LEEA will not be responsible for costs incurred due to postponement or cancellation of a course, such as lost deposits or cancellation charges for hotels and transport, etc.

1. **ASSESSMENT RESULTS, CERTIFICATES AND TEAM CARDS**

Assessments are subject to initial marking, followed by verification. The results are processed on our database, certificates, and TEAM cards (where applicable) printed where required and prepared for dispatch. Finally, a notification of results is emailed to the nominated LEEA / Training contact of a member company or to the Individual Trainee directly. Hard copies are sent to Head Office addresses held in our database.

1. **FORCE MAJEURE**

Neither LEEA, the member company or Individual Trainee shall be liable to the other for any failure to perform any part of the agreement which is due to an event beyond the control of either party, including but not limited to terrorism, war, political insurgence, strike, riot, civil unrest, act of civil or military authority, uprising, earthquake, flood or any other natural or man-made eventuality which may cause the termination of the agreement.

1. **PRIVACY / DATA PROTECTION**

The LEEA privacy policy can be found here, [https://leeaint.com/library/upload/documents/Website Policy/WPN 01 Website Privacy Notice Version 2 October 2018.pdf](https://leeaint.com/library/upload/documents/Website%20Policy/WPN%2001%20Website%20Privacy%20Notice%20Version%202%20October%202018.pdf) and will be required to be acknowledged and accepted before the e-assessment can take place.