|  |  |
| --- | --- |
| School/Organisation: |  |
| Type (highlight): | Primary/Secondary/FE/Special School/Independent School/Other |
| Delegate Name: |  |
| School Email address for each delegate:  (this will be used for all communications and any log-ins required) |  |
| Role(s):  (note the programme is aimed at those responsible for mental health provision/strategy) |  |
| Phone: |  |
| Twitter handle:  (for marketing purposes) |  |
| Logos: | I would be willing to share our school/setting logo with you to display on the YMCA Trinity Group website: **Yes/No**  (please email a PNG/JPEG file to us)  I would like a partnership logo to use on our website to show our work with YMCA Trinity Group: **Yes/No**  (this will be sent to you separately if requested) |
| **Details of Booking** | |
| Course Requested  (please check suitability prior to booking) | Beginners / Intermediate / Advanced |
| Date of course requested:  (check website for available dates) |  |
| Cost: |  |
| Have you applied for DfE grant funding to access the course? | Yes/No  If no, do you plan to apply or use other sources of funding (e.g. self-funded?) |
| Invoice Details (name, address, finance email): |  |
| Any dietary or additional access requirements (if applicable) |  |
| Accessibility | [Please click here to view the YMCA Trinity Group’s Accessibility statement](https://ymcatrinitygroup.org.uk/accessibility/) |
| I am interested in also gaining access to FREE level 2 distance learning courses related to Mental Health: | Yes/No  If yes, how many places would you like (click [here](https://ymcatrinitygroup.org.uk/level-2-distance-learning-core-training/) for details) |
| How did you hear about YMCA Trinity Mental Health Training?  Highlight your response | Google search  Social Media  Promotional email  Word of mouth  Other – please state where |

I confirm the booking details and accept the terms and conditions below

Signed: ........................................................... Date: .................................

Please send the completed form to

[mentalhealthtraining@ymcatrinity.org.uk](mailto:mentalhealthtraining@ymcatrinity.org.uk) or call 01733 373187 for more details.

A confirmation email will be sent in due course plus any pre-course requirements

**STANDARD TERMS AND CONDITIONS**

**Bookings**

Once the details of the booking have been agreed and a signed Booking Form has been received YMCA Trinity Group/course organiser will confirm in writing (email) the booking.

Quotations must be signed or agreed by email to confirm bookings.

**Payment Terms**

Full payment is required on receipt of the invoice and payment should be received within 14 days of the invoice date or 14 days prior to the course commencement date, whichever is earlier.

Should the booking be made within 14 days of the course commencement date, then payment must be made immediately. Attendance on a course may be refused if full payment has not been received in advance.

**Cancellations**

Participant cancellations will be refunded as follows:

* Greater than 14 days prior to the course - 75% of the original invoice value including VAT, where applicable.
* 14 or less days before the course – no refund.

YMCA Trinity Group reserves the right to cancel a course at short notice should events beyond our control make this unavoidable.

If this should occur, participants will be offered a place on our next available scheduled course, or alternative dates where applicable. A full refund may be given in exceptional circumstances.

**Rescheduling**

Subject to availability, participants may reschedule to another course at least 14 days prior to the original training date. YMCA Trinity Group reserves the right to pass on any external costs caused by participant rescheduling.

Rescheduling within 14 days of the course will be treated as a Cancellation, as shown above.

**Substitution**

Participants may substitute themselves on a course (with approval from the senior management) at no charge but must take full responsibility for ensuring that all course documentation is passed on and that the new participant meets the relevant pre-requisites for the course. Where a course takes place over multiple days, the same participant must attend all days. Places may be refused if YMCA Trinity Group deems it inappropriate to substitute a participant.

**Updating your details**  
It is your responsibility to let us know if your contact details change or if you substitute your place, so please email [mentalhealthtraining@ymcatrinity.org.uk](mailto:mentalhealthtraining@ymcatrinity.org.uk) to update us with any changes so that we can contact you about your booking. Refunds will not be given if changes are made after the programme has started.

**Pre-requisites**

Participants must be suitably qualified to cascade the learning and the skills of this course internally as appropriate to the course guidelines. Refunds will not be given if you enrol for an event where it is subsequently identified that you do not meet the criteria. You will also be responsible for ensuring you have the required IT permissions and software to access any resources, training or communications linked to the programme.

**Liability**

YMCA Trinity Group cannot accept any liability for any actions arising because of participation on this course.

**Intellectual Property**

During the course participants will receive copies of material which may be copyright to YMCA Trinity Group. Participants agree not to share, copy, store or reproduce this material by any means without written authorisation.

**Privacy**

YMCA Trinity Group respects participant privacy and does not share email addresses with other organisations unnecessarily – so participants should not be contacted by third parties. Details provided may be used for monitoring purposes and your name, email and setting social media details stored electronically and used for marketing and monitoring purposes. By signing you are saying you have read and fully understand the terms and conditions relating to data handling and storage. Please click [here](https://ymcatrinitygroup.org.uk/privacy-and-cookies/?_sm_au_=iVVDB3M6RSZRHV42J674sK0fpqt70) for full details.

Anonymised feedback and attendance details will be shared with the Cambridgeshire & Peterborough CYP Mental Health Collaborative Group for the purpose of evaluating the programme.