**Delegate Booking Form:**

Updated April 2025

**Suicide First Aid**

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| --- | --- |
| School/Organisation: |  |
| Type (highlight): | School/Charity/Early years setting/public sector/private sector / other |
| Staff Contact Name: |  |
| Email: |  |
| Phone: |  |
| **Details of Booking** | |
| Course name  (Please indicate which version you are booking) | Suicide First Aid Lite (SFA:LITE) 3.5 hours  Or  Suicide First Aid: Understanding Suicide Intervention (SFA:USI) full day |
| Date & time of course: |  |
| Venue (if in person): |  |
| Cost: | SFA:LITE = £75 + VAT  SFA:USI = £125 + VAT |
| Invoice details required  **Postal address**  **Email address**  **Named contact** |  |
| Is a purchase order required? | **Yes/No** |
| Purchase order number (if applicable) |  |
| Is a new supplier form required? | **Yes/No**  If yes, please return the relevant form/s with your booking form |
| Any dietary or additional 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 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://zmn8y3w4blk2e3q0y42juce1-wpengine.netdna-ssl.com/wp-content/uploads/2018/09/Distance-Learning-Leaflet-v5.pdf) 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

**STANDARD TERMS AND CONDITIONS**

**Bookings**

Upon receipt of a completed booking form, YMCA will provisionally confirm your booking by email and an invoice will be raised and sent to the organiser.

Please note that your course booking is only confirmed once full payment has been made.

**Payment Terms**

An invoice will be raised and full payment required once minimum course numbers have been confirmed. 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 working days before the course – no refund.

YMCA 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 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 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.

**Liability**

YMCA cannot accept any liability for any actions arising as a result of participation on this course.

**Privacy**

YMCA 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 and email 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 <https://ymcatrinitygroup.org.uk/mental-health-services-training-privacy-statement/> for full details.