



# HCT Programme Booking Form

**Payment Details:** Please note invoices will be sent by email using the email address provided. Once you receive your invoice, you can process for payment. We will require payment 30 days after the course has finished. If it exceeds this time frame, we will be forced to hold back assignments for the stated submission date.

**Participant attendance explained:** If a participant attends 33% or more of the programme HCT will expect 50% of the invoiced amount for that participant, HCT will send you an invoice once your booking form has been completed, if you require any other paperwork please ensure you communicate this to staff at HCT, so we can ensure trainers complete the information on the last day of training

**RRA Explained:** Reasonable accommodation could include various aids during the programme for a variety of reasons, including literacy issues, disability etc... which would enable a learner to successfully complete the programme, for a full explanation of our Policy please ask for our reasonable accommodation procedures document

**Sector Of work and/or education Qualification Explained:** In order to gain access onto any FETAC programme HCT are required to ensure that participants are selected and entered onto the programme in a fair and consistent manner, participants are required to have a minimum of a level lower than the programme they are wishing to attend and or have relevant life or work experience

## Confirmation Required

Please Mark X

Confirm all Participants are you own	<input type="checkbox"/>
That you are available to take a call 48 hrs before programme starts	<input type="checkbox"/>
That the address you have given is where HCT are to send certificates to	<input type="checkbox"/>

Is there any materials charge to be included, if so how much	<input type="checkbox"/>
--	--------------------------

## Attention for the Hosting Supervisor

Please Mark X

HCT make contact with the hosting supervisor at the mid and at the end of our programmes, can you confirm you are available for this	<input type="checkbox"/>
--	--------------------------

If you have an issue please do not wait till after the course has finished to make contact with us. Our training Coordinator will speak with you regarding the issues and depending on the severity of the issue, we may decide to send a new trainer to the course. We monitor the course while it is running; checking attendance, the tutor, and all FETAC requirements are being met

Your Name

Date

\_\_\_\_\_

Thank you for Choosing HCT as your training provider, we hope all your participants enjoy the programme and we wish them the best of luck