



UKSST Centre Principal Mr. D. Knaggs
57 Edwina Drive, Poole, BH17 7JG

BOOKING FORM

Name:.....

Address:
.....
.....

Telephone No:.....

Mobile No:

Telephone No:.....

Date of Birth:

Next of Kin Details for Sea Survival Courses

Name:.....

Address:
.....
.....

Telephone No:.....

Relationship:.....

Course Name

.....

Preferred Dates:

Previous Relevant Experience/ Qualifications

.....

.....

.....

Medical Declaration

Please list any medical condition or physical disability applicable to yourself of which UKSST should be made aware.

Details of any medical conditions or treatment being received (If none, write none).

.....

I declare that to the best of my knowledge I am not suffering from epilepsy, disability, giddy spells, asthma, diabetes, angina, other heart conditions and am fit to participate on the course

Signature.....

Date:

Please now complete the payment Form

Payment

There are two payment options:

1. To pay online using Paypal via the selected course webpage.
2. To send a cheque to the address below:

Please make cheques payable to: UKSST to the attention of Mr. D. Knaggs, UKSST, 57 Edwina Drive, Poole, BH17 7JG.

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25% of the course fee is due at the time of booking **if more than 4 weeks until the course date.**

The full course fee is required at the time of booking for **bookings less than 4 weeks until the course date.**

25% Course Deposit Fee:.....

Full Course Fee:.....

On receipt of your booking form and appropriate fee a letter will be sent to you confirming the date of the course, your place on it and details as to when any further course fee payments require to be made.

How did you hear of the Centre?

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PLEASE ENSURE THAT YOU HAVE READ THE TERMS AND CONDITIONS OF BUSINESS SET OUT ON THE FOLLOWING PAGES

I have read and agree to be bound by the Terms and Conditions of Business received with this Booking Form.

I have listed all the medical conditions, which may affect my ability to participate fully whilst attending the course.

Signature:..... Date:.....

Full Name:.....

For paper copies, please send Booking Form and cheque: UKSST, Mr. D. Knaggs, UKSST, 57 Edwina Drive, Poole, BH17 7JG.

TERMS OF BUSINESS

Contract for classroom courses:

Your contract is with UKSST. When you sign the booking form and return it to UKSST or return it completed by email to UKSST, you are accepting these conditions. The booking agreement becomes binding when signed by you and confirmed in writing by post or email by UKSST.

Booking:

In the first instance UKSST should be contacted preferably by email to be advised of the availability of any particular course and/or to be given any relevant course details. When UKSST has received your email a UKSST representative will contact you to give the required information. Thereafter, if a place on a course is required, a Booking Form will be issued. All sections of the Booking Form should then be completed. A booking will be secured when the Booking Form has been fully completed and received by UKSST, together with either the deposit or, if appropriate, the full course fee.

Telephone or email bookings will be held for 7 days. All bookings will be confirmed in writing either by post or email together with joining instructions at which time the booking agreement becomes binding.

Payment in full must be received by UKSST at least 4 weeks prior to the start of the course.

Cancellation:

If, due to circumstances beyond its control, UKSST requires to cancel a course then the student will be offered the choice of either a full refund, including any deposit paid, or being booked onto the next available relevant course.

It should be noted that certain courses, unless booked on a one to one private basis, require a minimum number of students to attend before the courses can proceed. The student will be informed by email or by telephone at least 48 hours prior to the arranged commencement of a course of any cancellation due to the lack of numbers.

In the event of cancellation by UKSST, UKSST's liability will be restricted to the fees already received from the student. No liability will be accepted by UKSST for any incidental expenses or consequential losses incurred by a student as a result of a cancellation.

If a student cancels a confirmed booking less than four week's prior to the course date every effort will be made to fill the student's place on the course. If the student's place is filled the student will be liable to 15% of the course fee by way of a handling charge. If the place on the course is not filled the full course fee will be taken by UKSST.

Cancellation of a confirmed booking by the student more than four weeks prior to the course date will incur a handling charge of 15% of the course fee – all other payments made by the student will be refunded.

Cancellation by the student will only be accepted by UKSST if written cancellation instructions are received by UKSST by post or by email.

No liability will be accepted by UKSST for the loss of or damage to any property, including motor vehicles that students bring with them to any course run by UKSST. Neither UKSST nor any person acting on behalf of UKSST will accept any liability for personal injury sustained by students, whilst attending a course.

No refund or part refund will be given if a student decides to leave the course prior to its completion.

In the unlikely event that a circumstance arises where, through no fault of the student, UKSST is unable to complete the running of a course after its commencement then the student will be offered a full refund of the course fee and the opportunity to purchase a place on the next available suitable course with a 50% reduction in the course fee applicable at the time the course is held.

Any behaviour by a student which is deemed to be unacceptable by UKSST or any trainer working on UKSST's behalf will result in the student being asked to leave the course immediately and the total course fee will be forfeited.

Course Fee.

The course fee covers attendance at the course together with the supply of any documents necessary for the student to fully participate during the running of the course.

Meals are available to purchase at the RNLI Headquarters, which may be taken by students at their own expense, otherwise students may wish to bring in their own packed lunch or visit Poole Town Centre.

Travel expenses to and from the course venue are not included in the course fee.

If overnight accommodation is required indicative prices can be supplied.

Trainers' Qualifications

All trainers are experienced in their fields and fully qualified to run their respective courses.

Insurance

Insurance is held appropriate for all courses offered.

It is recommended that students take out insurance to cover their costs in the event that they require to make a cancellation.

Medical Declaration

Although the courses offered are shorebased, any candidate attending a course must complete the prerequisite medical declaration form (included in the booking form documentation) and list any medical conditions or physical disabilities applicable to yourself of which UKSST should be made aware of.

Course Suitability

Whilst every effort will be made by UKSST to ensure that the course chosen by a student to attend meets the student's requirements and is a suitable course for the student to attend, the final decision regarding suitability/relevance of the course rests with the student.

UKSST reserves the right to change these Terms and Conditions at any time.

Our online theory courses are booked through the following people:

RYA Essential Navigation and Seamanship is booked through RYA Interactive.

RYA Professional Practices and Responsibilities is booked through RYA Interactive.

RYA VHF/Marine Radio Shore Range Certificate is booked through the RYA Interactive.

RYA Day Skipper is booked with Navathome.

RYA Coastal Skipper/Yachtmaster Offshore is booked with Navathome.

Terms and Conditions for RYA Interactive online courses

Payments for course fees are due, in full, at the time of enrolment.

Payment can be made by bank transfer or by cheque in GBP, drawn on a UK bank.

In the case of payment by cheque we reserve the right to allow the cheque to clear before dispatching your student pack.

Once payment has been made and confirmed, students will be sent the student pack and be supplied with the log in information to access the online course. The log in can take up to 6hrs to be active from the time of full payment.

The student pack will take approx 3-5 days to arrive and delivery is included in the course price.

Additional fees may be applied to addresses outside of the UK.

Students will retain log in information until they have completed the course and received the relevant certificate.

Students must have access to the internet and email to complete the course.

The course will run on Windows based systems and Apple Mac. Most systems will already be able to run 'Flash active graphics', however, this will automatically download when you start the course if you do not already have it. Students will also need to provide a plotter, dividers, 2B pencils and paper.

Under Our cancellation policy you can cancel your purchase up to 7 days from the day of purchase of the course.

The pack must be complete, unopened and in an 'as new' condition.

All materials must be returned. Access to the online course material is terminated immediately.

A refund will be made less a £70 administration fee. The cost of returning the student pack will be payable by the student.

You will not be able to claim a refund if the course material has been damaged or if you have no proof of purchase.

We will provide online back up as required by each student and every endeavor will be made to help students achieve their aims.

We will not disclose information about students unless we are legally obliged to do so or a student has agreed in writing in advance.

By enrolling you confirm that we may hold necessary business information about you including your name, address, course booking, payment and course record.

Any contract between you and us shall be governed by English law and the courts of England and Wales shall have non-exclusive jurisdiction over any dispute.

All dealings, correspondence and contact between us and you shall be made or conducted in the English language.

Every effort has been made to ensure the accuracy of course information. However, we cannot accept any liability for errors, omissions or inaccuracies in the course content. We continuously improve the course content and we do welcome any feedback from students, which improve the quality of the course.

All online material has been written and is under copyright to the RYA.

Terms of Business for RYA NAVATHOME Online Courses

The contract is between Navathome.com and the student.

Under Navathome.com and consumer protection (Distance Selling) regulations you have a statutory cooling off period of 7 business days from the day you receive your course. During this period you can cancel your purchase up to 7 days from the day of purchase.

At any time during this period you can notify the training centre that you wish to cancel your contract with us and we will give a full refund including any delivery charges. The course materials must be returned in an 'as new' condition and the postage paid.

If the course materials are being returned because they are faulty then the training centre will refund any postage costs. Access to the online course material is terminated immediately.

You will not be able to claim a full refund if the course material has been damaged or if you have no proof of purchase. The training centre reserves the right to deduct for the net cost of any missing or damaged course materials and postage.

Terms and Conditions.

Payments

Payments for course fees are due, in full, at the time of enrolment.

Payment can be made by bank transfer or by cheque in GBP, drawn on a UK bank.

In the case of payment by cheque we reserve the right to allow the cheque to clear before dispatching your student pack.

Once payment has been made and confirmed students will be sent the student pack and be supplied with the log in information to access the online course.

The student pack will be sent on the next working day and delivery to Europe is included in the course price.

Additional fees may be applied to addresses outside of these areas.

Navathome will not be held responsible for any duty or expenses incurred in the country of delivery.

Course expiry

There is an extendable access period of 6 months set for the course. An admin fee of £30 is charged for each time the course is extended.

If the access lapses it can still be extended anytime within a period of 3 years from the date the access period lapsed.

If a course remains dormant for more than 3 years, (has lapsed and not been extended within a period of three years) it will be terminated and the log in removed.

Once a student has passed the assessment their course is complete and their access terminated.

Internet access

Students must have access to the internet and email to complete the course.

Users

The course is not transferable and access is for the applicant only.

Compatibility

Please check that the free trial runs on your device before booking.

The courses do not use a platform so work on most devices including Ipad, Iphone, PC, Mac, Android etc.

There are some issues with the free chart plotter simulator provided by the RYA. It works on PC and Mac but not on mobile devices. It is not essential to the courses so can be worked around if a student does not have access to PC based units.

Pre course knowledge

Students should be at the correct level for the course being taken. No previous experience is required to take the Day Skipper theory course, Day skipper level theory is required for the Coastal/Yachtmaster theory and Coastal/Yachtmaster theory is required before taking the RYA Ocean theory.

What we provide

We will provide online back up and land line telephone backup as required by each student and every endeavor will be made to help students achieve their aims.

We will not disclose information about students unless we are legally obliged to do so or a student has agreed in writing in advance.

By enrolling you confirm that we may hold necessary business information about you including your name, address, course booking, payment and course record. No credit card information is held by Navathome.

Any contract between you and us shall be governed by English law and the courts of England and Wales shall have non-exclusive jurisdiction over any dispute.

All dealings, correspondence and contact between us and you shall be made or conducted in the English language.

Every effort has been made to ensure the accuracy of course information. However, we cannot accept any liability for errors, omissions or inaccuracies in the course content.

We continuously improve the course content and we do welcome any feedback from students which improve the quality of the course.

All online material has been written and is under copyright to Navathome.com Ltd/

No part of the online documents can be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means, (electronic, mechanical, photocopying, recording or otherwise) or for any purpose, without the express written permission of Vic and Lyn Punch. Course material should be treated as for any copyrighted material.