

## Personal details

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Emergency contacts

Emergency Contact name \_\_\_\_\_  
Emergency Contact Telephone Number: \_\_\_\_\_  
Next of Kin or Person with Power of Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
GP Name and Telephone Number: \_\_\_\_\_

## Travel and care

Will you be accompanied:  YES  NO (Please tick as appropriate)  
Travel Arrangements: \_\_\_\_\_  
Travel Provision Telephone Number: \_\_\_\_\_  
Name of HAS Care Manager or Social Worker: \_\_\_\_\_  
Local Authority of Social Care Service  
Provider with whom you are registered: \_\_\_\_\_

## Payment details

Who will be responsible for payment? Please identify: \_\_\_\_\_  
Standing Order notification to be sent to: \_\_\_\_\_  
Number of courses you have chosen: \_\_\_\_\_ am \_\_\_\_\_ pm

NB. This contract will be valid until August 15<sup>th</sup> 2025. Any amendments should be requested in writing. To remove yourself from a course, one month's notice will be required, in writing, or one month's fees will be charged, except in unusual circumstances such as cases of distress.

**Signature:**

Please print full name: \_\_\_\_\_ Date: \_\_\_\_\_

HS4L sessions last 2h15, either 10.00-12.15 or 12.45-3.00pm

No early arrivals please, staff will be in classrooms to support clients from 10.00am.

The courses and activities run for a full year from September to mid - August: 48 weeks.

HS4L asks that all clients set up a monthly Standing Order payment through their bank.

The cost of support fees and tuition for the year are set out below.

## Payment of Fees

Payments should be made by monthly Standing Order. An invoice for the year outlining monthly payments will be issued on receipt of the booking form.



**Bank sort code:**  
40-52-40

**Account number:**  
00023251

## Other Charges

There may be a small charge for nationally recognised qualifications unless the qualification element of tuition is funded. We will inform you at the outset if any such fees apply.

## Enrolment

Places are allocated on a 'first come, first served' basis and popular groups can be oversubscribed.

To enrol, please complete and return HS4L's Booking, Registration, Media Consent and Client Support Needs Questionnaire Forms. Once these have been received and we have confirmation about how your course fees will be paid, you will be given a start date.

## NB: Leaving a course

We regret that fees must still be charged even if people leave their chosen course before the end of the year. We need one month's notice in writing if a learner decides to quit a course. Wherever possible alternative courses will be offered.

If a learner wishes to withdraw completely from a course without changing to another choice, the learner will be charged for one full term if sufficient notice is not given.

## Closure

If HS4L is unable to provide a service on any given session/day, e.g. when closed due to severe weather or staff training, a credit will be issued to all those affected, so that they can attend a replacement, additional session.

## Free courses

From time to time, learners may be offered free courses, if HS4L is able to access funding from the government, European Union or grant providers.

## Changing Courses

It is possible for learners to change to an alternative course from October half-term, if they find a course does not suit them.

Learners should try to stick to their chosen courses for the first 6 weeks to get an idea what the course is all about. We will not be able to help people to change courses within the first 6 weeks.

We are sorry that sometimes a course may close if there are too few learners in the group. If this happens, we will offer learners an alternative course. If no alternative is available, the learner will not be charged for the remainder of the withdrawn course.

## Fees: scale of Charges

All course fees are payable in each month of the year, in 12 equal instalments.

There will be 48 weeks tuition.

Please note that we will be closed for 2 weeks at Christmas, Good Friday, Easter Monday, and the May bank holidays.

Our service runs from 2<sup>nd</sup> September 2024 to 15<sup>th</sup> August 2025 inclusive.