



## CONFIRMATION OF BOOKING PERSONNEL NVOs LEVELS 3, 4 and 5

Please contact me to arrange an initial briefing and invoice me accordingly:

Level Three

Level Four

Level Five

Delegate Name (please print):		Direct Line:	
		Mobile:	
eMail:			
Authorised by (please print):		Job Title:	
Authorising Signature:		Direct Line:	
		Mobile:	
eMail:		Purchase Order No:	
Organisation Name:		Address:	
Telephone Number:		Date:	

### Terms and Conditions:

- The fee for the Level 2 and 3 NVO is £2,750, Level 4 is £2,950 and Level 5 is £3,250, all exclude VAT. The fee includes registration, documentation, up to 24 hours support including the initial briefing with your advisor, assessment (which may include a site assessment visit), internal verification, certification and support from your advisor for up to two years via telephone and eMail. In order to ensure currency of evidence this qualification must be completed within two years of your start date. For further information on financial assistance to support your learning, please visit [www.direct.gov.uk/adultlearning](http://www.direct.gov.uk/adultlearning) or contact 0800 100 900.
- Payment of invoices is required within 14 days of the invoice date or four weeks prior to the commencement of the programme, whichever is the earlier.
- Travel expenses will be charged for visits made at a rate of 49p per mile. Air and/or rail fares will be charged at rates applying at the time of booking.
- We reserve the right to change dates and venues with prior notice
- Cancellations: Cullen Scholefield will apply a charge of £300 should a candidate require a booked session to be cancelled and rescheduled. The following charges will apply plus a contribution towards travel if appropriate:
 

21 - 30 days working days before the session	50% of the charge
11 - 20 days working days before the session	75% of the charge
1 - 10 days working days before the session	100% of the charge
- No refund will be made should a candidate withdraw from the programme

**PLEASE FAX COMPLETED FORM TO: 01444 459 221**



WORK-LIFE  
BALANCE



INVESTOR IN PEOPLE

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