

**Course Booking Form (in confidence)**

To be completed by the applicant (please ensure all questions relevant to your application are answered in full). Please write in block capital letters and in black ink. Please ensure that you read the application notes provided on page 3.

**Personal Details**

Title: Mr  Mrs  Miss  Other

Forename(s): .....

Surname: .....

Sex: Male  Female

Date of Birth: .....

Home Address: .....  
.....  
.....

Contact Numbers: .....

Email: .....

Present Employment: .....

Previous Military Experience: .....

Specialist Knowledge/ Training: .....

**Course Information**

Course date required: .....

First Choice: .....

Second choice: .....

## Applicant Declaration

I declare that I have read the instructions on this application form and that the information provided by me is true and complete. I recognise that it is my responsibility to provide all necessary documentation to support my application.

- Please reserve a place on the indicated course.
- I have enclosed/will forward 2 passport sized photographs for security and database use.
- I am 18 years of age or older and in good health.
- I have read and accept the Mercury Associates UK Ltd. terms and conditions as outlined below.

Signature: .....

Date: .....

To be eligible to attend this course you must provide a reference. Please give the name and contact details of your reference in the space below.

## Methods of Payment

A deposit or full payment is required with this application form, and any remaining balance must be received at least 20 DAYS prior to commencement of the course start date. Deposits are non-refundable.

**Cheque:** Cheques should be made payable to Mercury Associates UK Ltd. If paying by cheque please enclose a cheque for the deposit/full amount shown in your welcome letter/email with this application form.

**Card:** For payment by card please visit our website [www.mercuryassociatesuk.co.uk](http://www.mercuryassociatesuk.co.uk)  
Visa/Mastercard/Switch/Delta/Electron/Solo cards accepted.

**Easy Payment Scheme:** Interest free monthly payment scheme. A deposit is required. Please visit our website for more information [www.mercuryassociatesuk.co.uk](http://www.mercuryassociatesuk.co.uk)

**I wish to pay by:**  
(please tick)

Cheque

Card

Easy Payment Scheme

**RETURN THIS FORM TO:** 12 Tithefields, Fenay Bridge Park, Huddersfield, West Yorkshire HD8 OFX

## Terms and Conditions

- Full payment is required 20 days prior to course starting. Deposits are non-refundable.
- Should you fail to report for the course you will be charged the full cost.
- Once you have attended the first day of the course there will be no refunds.
- Mercury Associates UK Ltd. accepts no liability for loss or accidents/injury due to negligence on behalf of the student.
- Mercury Associates UK Ltd. reserves the right to re-schedule applications on oversubscribed courses and to offer an alternative date.
- Courses are conducted in English.

## Application Notes

- Full details; maps, accommodation and dress requirements are provided in the joining instructions.
- Once you have booked onto a Mercury Associates UK Ltd. course you have entered into a legally binding contract. Should you fail to report for the course you will be charged the full cost.
- All bookings are provisional until a deposit has been received. Deposits are not refundable but are transferable.
- The Security Industry Authority (SIA). Please note that since the 20th March 2006 it is illegal to work as a Close Protection Officer in England and Wales without a license issued by the SIA, all Close Protection Officers will be required to provide proof of identity, undergo a criminal record check and possess an SIA approved qualification.

The licence application fee is £245 for a three year licence and is non-refundable. If you pay the licence fee yourself you are eligible to claim tax relief against your taxable income. At the basic rate of income tax this relief is worth £53.90.

Please note that the SIA licence fee is not included in the cost of our course.