

Application Form – NEBOSH National General Certificate

Please complete this form electronically where possible – otherwise, please complete using only **black ink** and write in **BLOCK CAPITALS**. Information in this form will enable us to enroll candidates on this course and fulfill candidate registration requirements for the National Examination Board in Occupational Safety and Health (NEBOSH). Discovery Consultancy Ltd cannot accept responsibility for errors made by candidates in completing this form.

1. Personal Details

Title: (Mr/Mrs/Miss/Ms/Other)	Gender: (Male / Female)
Surname:	Forename(s):
Address:	
Postcode:	
Date of Birth:	E-mail Address:
Tel No (Work):	Mobile Phone:
Company:	

2. Course Structure

The course can be undertaken in one of two modes – either as **consecutive units** (NGC1 immediately followed by NGC2) or as **separate units** (attend NGC1 of one course followed by NGC2 of a later course). NGC1 and NGC2 studies lead to the written examinations (“The Management of Safety and Health” and “Controlling Workplace Hazards”) respectively. Assessment of NGC3 (“Health and Safety Practical Application”) is normally completed within the NGC2 study period but must be taken within 14 days of the completion of NGC2. Please indicate at ‘3.’ which mode of attendance you prefer.

Details of course and examination dates can be obtained on our website – www.discoveryconsultancy.net, by e-mail – enquiries@discoveryconsultancy.net or by telephone - +44(0)1334 652499.

3. Study Format

	Consecutive Units	Separate Units	Exam Date
NGC1 start date:			
NGC2/3 start date:			

4. Referred or Re-registering Candidates

Please complete this section **only** if you are either

- (i) a **referred** candidate for one or two units (NGC1; NGC2; or NGC3)
- (ii) a previously **failed** candidate re-registering for examinations only for all three units.

Details	Paper A1	Paper A2	Practical Assessment
Date of previous examination			
Preferred Exam or Assessment Date			
Previous Candidate Number (to qualify as a referred candidate)	C.		

5. Course Costs (GBP)

Fee Element	Course Fee	VAT	NEBOSH Registration Fee	Total Payable
Full Course (NGC1-3)	1250.00	218.75	90.00	1558.75
Referral – 1 unit	40.00	Incl	45.00	85.00
Referral – 2 units	85.00	Incl	90.00	175.00
Re-registration	85.00	Incl	90.00	175.00

6. Payment (On receipt of payment and enrolment form, reservation is confirmed).

Method 1. I enclose a cheque/postal order made payable to Discovery Consultancy Ltd

Method 2. Bank transfer - contact us for details

Method 3. Bankers Draft. I enclose a Bankers Draft from _____ Bank.

Total Amount Remitted

Postal address: 23 Landale Gardens, Cupar, Fife, KY15 4UE

Please take time to read our **Booking and Cancellation Policy** overleaf.

Booking and Cancellation Policy

Booking Policy

Reservations made for any course presented by Discovery Consultancy Ltd must be accompanied by payment in full, including the NEBOSH Registration Fees. Failure to comply with this requirement may result in NEBOSH registration being delayed and candidates being unable to commence their tuition.

Cancellation Policy

In the event that registration is complete and a candidate is unable to attend the course, the following rules will apply.

1. For New Registrants:

Cancellation up to <u>one month before</u> the course start date.	No Penalty. Full refund of all fees will be made.
Cancellation between <u>one month and one week before</u> the course start date.	50% refund of all fees <u>or</u> candidates can elect to enroll on the next suitable course.
Cancellation <u>less than one week</u> prior to the course start date.	No refund due. Candidates may still enroll on a future course.

2. For Referred or Re-registering Candidates:

Cancellation up to <u>three weeks before</u> the examination date.	No Penalty. Full refund of fees will be made.
Cancellation <u>within three weeks</u> of the examination date.	No refund will be made.

Only in exceptional cases will refunds be made outwith these parameters. Any claims must be made within one month of the completion of the course and be supported by appropriate evidence. Where a successful claim is made, the refund due will be reduced by 30% to cover administration charges.

Discovery Consultancy Limited reserve the right to cancel in extreme circumstances and candidates will have the choice to be repaid all recoverable costs or to register for the next suitable course.