



Dear Member

This is a copy of decha's short course agreement.

In order to be eligible to nominate staff from your organisation for short courses organised by and funded through decha please complete and sign two copies of this letter, **returning one copy to decha and retaining the other copy for your records.**

There are a number of criteria that decha member organisations must adhere to on booking places on short courses:

1. Cancellation - if you reserve a place and subsequently cannot attend you must inform decha on 0191 3833274 no later than 10 working days before the course. Failure to provide 10 working days notice will result in your company being charged for the cost of the place which is currently a penalty of £50 per candidate per day plus a £10 administrative fee. If you book places within the 10-day working period and subsequently do not attend the above charges will apply.
2. Participants are to attend in full and complete all elements of the course – partial attendance is not possible other than in exceptional circumstances of which decha must be consulted. Partial attendance of a course will result in the above charges as in point 1 being implemented and no certificate being issued.
3. You must inform decha in advance of the course of any particular needs such as dietary or access requirements that we should be aware of.
4. You must ensure your organisational and employee NMDS-SC data is recorded/updated (**to a minimum of 90% employee data**) and that you have an active NMDS-SC number.

I agree on behalf of _____ (Organisation Name) to abide by the above regulations in relation to short courses organised by and funded through decha, I am aware that if _____ (Organisation Name) does not adhere to the above we will incur charges as detailed above.

Signed _____ Print Name _____

Organisation _____ Date _____