SUB SEA VENTURES LIMITED

Pre 16 Alternative Education Agreement

Pease read and complete then send to Sub Sea Ventures Limited (address at bottom of page):

CLIENT DETAILS:

Organisation or School Name:	
Address:	**Postcode:**
Contact Name:	
Contact Title/Position:	
Telephone:	**Mobile:**
Email:	

REFERRAL DETAILS:

Young Person's Name:	
Age:	**D.O.B:** / / ◯ **M** ◯ **F** **School Year:**
Taxi/Transport Name:	**Telephone:**
Special Educational Needs	
Reason For Referral:	
Specific Development Targets:	
Additional Notes/Behavioural Concerns	*Please detail any useful information such as medical issues, confidence, religion, drugs, violence, abuse, home, criminal activity, etc.*

PRICES:

Our standard day rate is currently £55.00 per learner. This price includes participation in our full range of engaging activities, however if you wish to include specific courses/qualifications then please select from the list below, you will be invoiced for these additional costs when the referral is made and they are non-refundable. These additional costs are for registration/certification/expenses/site entry/pool hire fees. You will be invoiced for the place(s) regardless of whether the young person attends or not, you will not be invoiced for school holiday periods:

- ◯ BTEC EDEXCEL Award in Sports and Active Leisure (LEVEL: Entry 3) £26.75
- ◯ BTEC EDEXCEL Award in Sports and Active Leisure (LEVEL: 1) £26.75
- ◯ BTEC EDEXCEL Certificate in Sports and Active Leisure (LEVEL: Entry 3) £47.15
- ◯ BTEC EDEXCEL Certificate in Sports and Active Leisure (LEVEL: 1) £47.15
- ◯ BTEC EDEXCEL Functional Skills Maths (LEVEL: Entry 3) £14.50
- ◯ BTEC EDEXCEL Functional Skills English (LEVEL: Entry 3) £14.50
- ◯ BTEC EDEXCEL Functional Skills Maths (LEVEL: 1) £14.50
- ◯ BTEC EDEXCEL Functional Skills English (LEVEL: 1) £14.50
- ◯ EFR First Aid - Primary & Secondary Care (Emergency First Response) £35.00
- ◯ PADI SCUBA Diver Course £153.00

INVOICING:

SSV Ltd. will invoice by the end of each month, our payment terms are strictly **14 days**. We only accept payment by BACS or Online Bank Transfers *(we are unable to accept payment by cheque/CHAPS).* You will find our bank details in our invoice. If you require us to use a Purchase Order Number then please list it below. *Please list your invoice details below:*

Organisation or School Name to Invoice:	
Address:	**Postcode:**
Contact Name:	
Contact Title/Position:	
Telephone:	**Mobile:**
Email:	
Purchase Order Number:	

HOURS & LOCATION:

10:00 until 14:30 hours - please ensure the young person is dropped off at and collected from our centre (address below), times and locations may vary slightly for certain activities but this will always be pre-arranged.

CANCELLATION NOTICE:

Because we have a limited capacity, we require **14 days** cancellation notice should you wish to cancel a young person's place, this is because we work with small numbers and so require time to fill any places, you will be invoiced for allocated days during your cancellation period.

ATTENDANCE & EMERGENCY CONTACT:

Please list the details of who we need to contact regarding attendance and in the event of an emergency:

Name: …… Title/Position: ……

Telephone/Mobile: …… Email: ……

CONFIRMATION OF AGREEMENT:

I have read and understood Sub Sea Ventures Limited terms and conditions and hereby agree to adhere to all points listed in this agreement:

Today's date: *……. / ……. / 20……*

Signed: *……* ***Print Name:*** *……*