

# Diploma and certificate application form



## RespiratoryMatters

Date received	Student no.	Course code	Cohort no.

**Thank you** for choosing to study with Respiratory Matters. As an organisation we are committed to offering high quality, evidence-based education to practitioners providing care to people with respiratory disease. Please complete the application form below. To enable us to process your form it is important that all sections of the form are completed fully.

Please return your form to Respiratory Matters, 90 Huddersfield Road, Meltham, West Yorkshire HD9 4AG, or email to [info@respiratorymatters.com](mailto:info@respiratorymatters.com)

### PERSONAL DETAILS AND CONTACT INFORMATION

**Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**First name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Current job title:** \_\_\_\_\_

**Experience to date:** \_\_\_\_\_

### PROGRAMME DETAILS: (please specify) prices shown are inclusive of VAT

Asthma certificate eLearning	£365	COPD certificate eLearning	£365	Heart failure certificate eLearning	£302
Asthma DIPLOMA eLearning	£690	COPD DIPLOMA eLearning	£690	Asthma and COPD for HCA's	£195

### INVOICING DETAILS

If you require an invoice please provide name, email, and postal address.

### WHERE DID YOU HEAR ABOUT OUR COURSES

### SUBMITTING YOUR APPLICATION FORM

Please ensure that you read and understand the terms and conditions overleaf, then sign and date your application form where indicated below and complete the payment information

**DECLARATION:** By signing and dating this form I confirm that to the best of my knowledge, the information that I have given in this application and any enclosed information is accurate and complete. I agree to Respiratory Matters terms and conditions overleaf.

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PAYMENT OPTIONS

**Payment via BACS** (please use delegates name as reference)

Respiratory Matters Ltd | Santander | sort code: 09-01-28 | account no: 52111368

**Payment by cheque**

Please make payable to Respiratory Matters and send to:

Respiratory Matters, 90 Huddersfield Road, Meltham, Holmfirth, West Yorkshire, HD9 4AG

**Payment by credit card**

Please send an email to [info@respiratorymatters.com](mailto:info@respiratorymatters.com) stating that you would like to pay by credit card and a secure payment link will be sent.

## General Terms and Conditions

### Your booking

- Respiratory Matters reserves the right to alter the structure of any course without prior notice provided that the quality is not affected.
- Respiratory Matters has the right to refuse any person admission on, or continuance with any course at its discretion.
- Respiratory Matters reserves the right to cancel the course in unavoidable circumstances at which time, Respiratory Matters will, at its sole discretion, offer alternative dates or a refund.
- Respiratory Matters cannot be held responsible for any costs other than the course fee in the unlikely event that the course is cancelled by Respiratory Matters.

### Payment

- Full payment is due is generally required before commencement of the course.
- Payment plans can be requested but certification will not be achieved until full payment has been made.
- If the course is being funded by another party other than yourself and payment is not received as per this agreement, Respiratory Matters will request payment from you.
- Respiratory Matters cannot be held responsible for any costs in the event that the course is cancelled by a third party.

### Data protection

- Both parties acknowledge that, for the purposes of Data Protection Act 1988, Respiratory Matters is the Data Controller in respect of your personal data and shall act in accordance with the provisions of the Act.
- We require you to give us contact information; Name, address, telephone number, e-mail address and employment details.
- We will take security measures to protect your personal information in storage and will only pass this information to external parties to enable delivery of your learning materials and to those who provide full or part sponsorship for your training, with information in relation to your application, attendance and whether there was a successful or unsuccessful outcome of training.
- We may use this information to keep you up to date with other courses at Respiratory Matters. Please inform us if you do not wish us to do so.
- In accordance with the Data Protection Act (1988) if at any time you no longer wish to receive information from Respiratory Matters either by post or e mail, or you would like to be removed from Respiratory Matters database (this cannot apply to current students), please contact the Data Controller, Respiratory Matters, 90 Huddersfield Road, Meltham, West Yorkshire HD9 4AG or email [info@respiratorymatters.com](mailto:info@respiratorymatters.com).