



# TRAINING REGISTRATION AND JOINING PROCEDURES

May 2023

## How to Enrol

There are two ways to enrol in PH Staffing Ltd training courses:

- **Online:** on [ww.phstaffing.co.uk](http://ww.phstaffing.co.uk) Training page under 'Book your training course now!', fill out your contact details and press 'Book now'
- **Phone:** or call us on 0113 322 4566

**Please note:** Your enrolment will be confirmed once payment is received.

## Payment Methods

You can make the payment by using your online banking app and add a payment reference: PH Staffing training.

The course price does not include sales, use, excise, value-added, or other taxes.

For security purposes, please do not send any credit card numbers, purchase order numbers, or any associated information through email. PH Staffing Ltd will contact you by email to confirm your payment information.

## Waiting Lists for Full Courses

If the course you are interested in is full, you can add yourself to the waiting by calling us at 0113 322 4566 or send an email to [info@phstaffing.co.uk](mailto:info@phstaffing.co.uk). We will add your name to the course waiting list and contact you if additional seats become available.

## Cancellation and Return Policies

In-person classroom course tuition is fully refundable if we receive written notification (via mail or email) of cancellation on or before 7 business days prior to the course. If you cancel less than 7 business days prior to the course, we will refund 75% of the course tuition fee. If you fail to show up to the course without providing prior written notice, you will be charged the full tuition. You may send a substitute in your place to avoid a fee.

If a training course cannot take place as scheduled due to circumstances beyond PH Staffing Ltd reasonable control, you will receive a full refund for course fees that you have already paid.

## Restrictions for Recording Sessions

You may not capture photos, screenshots, video, or audio during a remote learning session.

Training pricing is based on an individual participant. We reserve the right to remove anyone who violates these policies from the training course without refund.

## Feedback

Feel free to send us your feedback and suggestions on [info@phstaffing.co.uk](mailto:info@phstaffing.co.uk).