



# BOOKING FORM

please return the completed form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency contact name & number: \_\_\_\_\_

## COURSE BOOKING:

Course Name: \_\_\_\_\_

Dates: \_\_\_\_\_ Course fee: \_\_\_\_\_ Euro

Relevant experience for RYA courses: \_\_\_\_\_

I am able to swim 50 meters: \_\_\_\_\_ I am water confident: \_\_\_\_\_

If you are unable to swim it will not necessarily prevent you from taking part.

## HEALTH DETAILS:

Please detail any medical condition or treatment being received such as epilepsy, disability, giddy spells, asthma, diabetes, angina, or other heart condition, neck or spinal injury.

(if none write none)

Illness or medical conditions may not necessarily prevent you from taking part, however if you are in any doubt about your fitness to take part in any practical aspect of a course please consult with your doctor. We are happy to assist your doctor in detailing what is required.

If your health condition has changed it is your responsibility to update us.

## DIETARY REQUIREMENTS:

For some courses meals are included, please inform us of your dietary requirements

(if none write none)

## GENERAL DATA PROTECTION REGULATIONS:

The above information including the questions as to your health will be used by us to process your booking and for attending to your safety whilst you are on one of our courses. The data will only be used for this process, accessible only by Ocean-Yachting Training and Karpaz Gate Marina employees who are required to access the data. Please read the Terms and Conditions regarding storage and use of data for RYA and MCA courses.

If you would like to be kept informed of updates to courses, changes in regulations which may affect your qualification or reminders of qualification renewal dates please tick the box

Occasionally we take photos of participants for publicity purposes, including for use on our own website and/or the websites of co-organizers. If you object, please tick the box

I declare that:

I have read and accepted the terms and conditions. I have completed the booking and medical details to the best of my knowledge, and I am fit to participate in the course. I wish to book on the above-named course(s) and I will arrange payment for the deposit/course fee.

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

\* If under 18, this must be signed by a parent/guardian

# TERMS AND CONDITIONS

## GENERAL:

1. Before booking, please satisfy yourself that you have been given adequate guidance as to the suitability of the course you are attending. If in any doubt, please contact us.
2. Limited numbers of students are allowed on each course, so you are advised to check availability before submitting the booking form. Return the completed booking form as soon as your phone or email booking is made. Bookings will be acknowledged in writing or by email with course joining details.
3. The booking is provisional until the booking form and deposit is received. Provisional bookings are held for a maximum of 7 days. After 7 days, the booking may be cancelled, and we reserve the right to resell the place.
4. The minimum age for all courses is 16 unless accompanied by a parent or guardian. Young people between the age of 16 and 18 will require consent from their parent, guardian or employer.
5. If the course is offered outside Israel, you undertake to have and take any vaccines or medication that are necessary for that country, before and whilst travelling. Please ensure you bring personal medication and ensure the instructor knows about any medical or physical condition that may affect you on the course.
6. Course enrolment does not mean that you automatically get a certificate. Students will be trained and debriefed to ensure everyone achieves their potential on the course, but this may not mean that you receive a certificate.
7. We welcome feedback, positive or not, as it is an opportunity for us to improve. Initially, please voice any concerns at the time to the instructor or Principal so that they can be quickly addressed.

## PAYMENTS

8. A 25% non-refundable deposit per person is required at the time of booking.
9. Settlement must be made 28 days before the commencement of the course; otherwise we reserve the right to resell the course.
10. If you book by telephone you are fully liable for the amounts whether you confirm in writing or not.

## CANCELLATIONS:

11. If you need to cancel your place on a course, please let us know as early as possible and confirm in writing the same day. The following refunds will be made:
  - Cancellations made more than 28 days before the start of the course - Full refund less deposit.
  - Cancellations made less than 28 days and more than

14 days before the start of the course - 50% of the course fee

- Cancellations made less than 14 days before the start of the course - No refund.

12. We reserve the right to cancel a course should the numbers fail to reach a viable minimum number. A transfer or full refund will be made.

## LIABILITY AND INSURANCE:

13. Karpaz Gate Marina and/or Ocean-Yachting Training, its servants, agents and employees are not under any liability whatsoever in respect of loss or damage to personal effects or belongings howsoever caused, whilst attending a course. Consequently, irrespective of the legal basis on which any claim against us is made (except for claims for death or personal injury arising from our negligence) our total aggregate liability shall be limited to the sum of all payments received by us at the date of the incident or event giving rise to liability.
14. We shall not be liable to you in any circumstances for any consequential, special, exemplary or indirect losses costs or damages, whether or not they might have been foreseeable, or for any damages costs or losses attributable to lost profits or opportunities.
15. You agree that if, as a matter of law, any of our directors, employees, consultants or agents would otherwise owe you a duty of care that duty is excluded from our Contract with you. You agree that you will not bring any claim against any of SeaRegs' director, employee, consultant or agent for any matter arising in any way out of us or the consultant providing the services to you.
16. Accordingly, any claim you wish to make can only be made against SeaRegs Training and not against any director, officer, employee, servant, agent or consultant.
17. We strongly recommend you take out Travel Insurance to cover loss of gear, medical expenses, cancellation etc.
18. A copy of the Ocean-Yachting Training Complaints and Appeals procedure is available online:  
<https://ocean-yachting/resources/complains>

## GENERAL DATA PROTECTION REGULATIONS:

19. Booking forms will be securely stored and not used for any purpose other than processing your booking and keeping you updated with information as indicated on the form. Booking forms will be destroyed after 12 months. Details of attendance on a specific course will be kept for 7 years inline with our accreditation requirements.



20. Instructors will be informed of any medical information when relevant for the safety of your participation on the course. If you have any concerns regarding your medical fitness to attend a course, please contact us.
21. By completing the Emergency Contact details, you are confirming you have the consent of the contact for their name and number to be provided to us. These details will only be used in the event of an Emergency involving yourself. These details will not be used for any other reason and we will not record them in any other place.
22. Names and email addresses will be kept in order to contact existing customers with details of changes to courses or new regulations which may affect qualifications. Please indicate on the form if you would prefer not to be contacted.
23. For MCA/STCW courses, Names and Dates of Birth will be recorded alongside course date and course type for the purpose of confirmation of attendance on a course and to re-issue certificates if required. These records will be handed to the MCA if SeaRegs Training cease trading.
24. You may request to have your details removed from this list at any time. Please note if you have requested to have your details removed, we will no longer have a record of your attendance on a course. Future employers will not be able to verify whether your certificate is valid and in the case of you requiring a replacement certificate you will be required to attend the course again.
25. Candidates' name, address, date of birth and some other data, for some RYA courses, will be shared with the RYA for the purposes of registering your certificate.
26. This information is stored centrally at the RYA via a secure website and will only be used by the RYA as a record of certificates issued and for the issue of replacement certificates. You may request to have your details removed however this will prevent the RYA from assisting you in the future should you require a replacement certificate
27. For MCA courses, your details will be used by the Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.
28. Your details will also be shared with the MCA alongside the details of the MCA qualification you are working towards/ have achieved. These details are used by the MCA to issue Unit and full Award certificates. You may request to have your details removed however the MCA will not be able to issue your certificate if you have not completed your course or re-issue lost certificates.
29. End of course Assessments will be kept in line with the requirements of Accrediting Bodies. For MCA courses this is generally 1 year from date of completion, RYA this is usually 5 years.
30. Feedback forms can be completed anonymously and will be kept for a maximum of 5 years. Feedback is used to check the content and delivery of our courses is at least as expected.
31. Bookings for online Theory courses hosted by Skippers Online will be required to complete a separate booking form as different Terms and Conditions and data processing apply.
32. Complaints procedure - in case of a complaint the candidate has as to address the issue with the instructor as soon as possible, if the reply is unsatisfactory the candidate should address the issue with the principal which should respond within 72 hours from the receipt of the written complaint, if still unsatisfactory the candidate can address the complaint directly with the RYA.