

## Your details

Title			Address					
First name								
Surname								
Telephone			Height*					
Date of birth			Weight*					
Email								
BHS membership number (if applicable)								
High visibility tabard size (see reverse for comparison table)	Please tick appropriate	XS	S	M	L	XL	XXL	XXXL
Reasonable adjustment form required	We aim to promote equity, diversity and equality of opportunity and recognise that due to the practical nature of our assessments adjustments may need to be made in order to allow assessment for the widest range of applicants. Please tick here if you would like us to send you a reasonable adjustment application form.							

\*To ensure we can match you with a suitable horse for your assessment

## Assessment details

Please provide two options for where and when you'd like to take your assessment

Centre option one		Date	
Centre option two		Date	

## Payment details

Ride Safe Award assessment £95 <input type="checkbox"/>	Re-sit Ride Safe Award assessment £85 <input type="checkbox"/>
Includes: Horse hire, assessment, high visibility tabard and Ride Safe guide	Includes: Horse hire and assessment
Credit/Debit card (Please note your assessment is not confirmed until payment has been taken)	
<input type="checkbox"/> Please provide details to contact you on to take card payment	
Telephone	Best contact time between office hours
Cheque	Total fee enclosed £
<input type="checkbox"/> Please make cheques payable to 'The British Horse Society'	

## How did you hear about us?

Social media  Google search (or equivalent)  Magazine  Radio   
 BHS website  BHS Approved Centre  BHS Accredited Professional Coach   
 Event  Word of mouth  Other

## Getting in contact

We would like to contact you regarding updates and news from BHS and its trusted partners that are relevant to you. Please confirm if you would like to receive this information by ticking one of the following boxes  
 via post  via email  via SMS   
 For more information visit our privacy policy at [www.bhs.org.uk](http://www.bhs.org.uk)

## Consent

Please refer to the Assessment Booking Terms and Conditions on the reverse of this Booking Form. All personal information including assessment results will be held in accordance with the Data Protection Act of 1998. I confirm that I have read the Booking Terms and Conditions and understand that I will be riding on a public highway during the assessment and accept the associated risks.

Signed	
Print name	If under 18 years old a parent or guardian needs to sign above
Date	



SUPPORTING YOU THROUGH EVERY STAGE

Please return this form with fee to: Equine Excellence Team, The British Horse Society, Abbey Park, Stareton, Kenilworth, Warks, CV8 2XZ

## Assessment booked

Centre

Date

## Client details

Sage pay ref

Read T&amp;Cs

Payment method

Amount

(Please tick appropriate)

Card

Cheque

Application processed

## BHS assessment booking terms and conditions

**1. Dress:** A well-fitted hat to current BSI or Euro standard must be worn. It is strongly recommended that hats should have shock absorbing material down to the lower rim. Body protectors are mandatory in some assessments. Candidates are strongly advised to read the 'Guidelines on Dress for Assessments', available at [www.bhs.org/pathways](http://www.bhs.org/pathways)

**2. Height and weight:** When booking a riding assessment, candidates are asked to provide correct height and weight on their booking form. Please note if it is suspected that a candidate's weight is in excess of the centre's weight limit the centre may request for the candidate to be weighed. Candidates who are found to considerably exceed their stated weight may be asked to withdraw from the assessment.

**3. Booking confirmation:** Candidates will receive written notification of an assessment date/centre. Candidates who do not receive written confirmation within 10 working days are asked to contact the Equine Excellence Department as failure to arrive at an assessment may result in loss of fee. Assessment bookings close at least 10 working days prior to the assessment date. Applications received after the closing date will not be accepted.

**4. Retiring from assessments:** Candidates who are well below standard may be asked to retire from the assessment by an assessor to avoid risk of an accident to candidates and/or to horses.

**5. Cancellation by the BHS:** All assessments are subject to cancellation/alteration/postponement should circumstances deem necessary. The Equine Excellence Department will make reasonable endeavours to provide candidates with 10 working days notice in the event of an assessment being cancelled, altered or postponed. There may be circumstances when it is not possible to provide 10 working days notice. In the event of cancellation/alteration/postponement, the Equine Excellence Department will use reasonable endeavours to offer a candidate a suitable alternative booking. If the candidate chooses not to accept the alternative booking a full refund of the assessment fee will be provided. The Equine Excellence Department is unable to reimburse costs incurred other than the assessment fee (e.g. travel, flight/rail tickets or accommodation) and candidates may wish to arrange independent insurance to cover these costs.

**6. Bad weather conditions:** Candidates are advised that in the event of ice, snow or flood, assessments may be cancelled. While the Equine Excellence Department will endeavour to notify all candidates, candidates are advised to call the assessment centre the day before if in any doubt. If the assessment continues to run, candidates who fail to arrive, for any reason (including the weather conditions), are liable to forfeit their fee. Candidates are advised to be aware of this when booking assessments during the winter months.

**7. Cancellation and transfers by candidate:** In all cases, written notification must be made to the Equine Excellence Department accompanied by the appropriate fee and medical evidence where applicable.

## Cancellations and transfers on medical grounds – All assessments

**a) Cancellations:** Candidates who are unable to attend an assessment due to medical reasons are required to forward a medical note no later than 5 working days after the intended assessment date. 75% of the assessment fee will be refunded on receipt.

**b) Transfers:** Candidates who are unable to attend their assessment due to medical reasons are required to forward a medical note no later than 5 working days after the intended assessment date, with a fee of £25 in order to transfer the booking.

## Other cancellations and transfers excluding BHS Stage 5 and BHS Fellowship

**a) Cancellations:** Candidates are required to give a minimum of 4 weeks written notice before the assessment date if they wish to cancel their assessment and obtain a part refund. Candidates will be refunded 50% of the original assessment fee.

**b) Transfers:** Candidates are required to give a minimum of 4 weeks written notice before the assessment date if they wish to transfer their assessment. Candidates wishing to transfer to another assessment will be charged 25% of their assessment fee.

Candidates wishing to cancel/transfer within 4 weeks of the assessment date will forfeit their assessment fee unless on medical grounds.

## Other cancellations and transfers – BHS Stage 5 and BHS Fellowship

**a) Cancellations:** Candidates are required to give a minimum of 8 weeks written notice before the assessment date if they wish to cancel their assessment and obtain a part refund. Candidates will be refunded 50% of the original assessment fee.

**b) Transfers:** Candidates are required to give a minimum of 8 weeks written notice before the assessment date if they wish to transfer their assessment. Candidates wishing to transfer to another assessment will be charged a transfer fee of 25% of their assessment fee.

Candidates wishing to cancel/transfer within 8 weeks of the assessment date will forfeit their assessment fee unless on medical grounds.

**8. Language:** Assessments carried out in the UK and Ireland will be conducted in the English language except where formal translation arrangements are in place. Candidates unable to communicate effectively in English (where no such translation arrangements are in place) may be withdrawn from their assessment. Any language difficulty or special requirement should be declared at the time of booking.

**9. Pregnancy:** Candidates may not take any practical assessment if they are pregnant.

**10. Reasonable adjustments:** Assessors are unable to accept any medical certificates produced by candidates on the day. If a candidate wishes an injury or disability to be taken into account by the assessors, they should complete and return the Reasonable Adjustments form with supporting medical evidence. The Equine Excellence Department must receive these documents at least 4 weeks before the intended assessment date. If a candidate is unable to submit a medical certificate in time, they should contact the Equine Excellence Department immediately.

**11. Results:** All assessment results and certificates will be sent by post. Results will not be issued on the assessment day. The Equine Excellence Department regrets it is unable to give out results over the telephone or by e-mail, therefore please allow 10 working days for delivery before contacting the office.

**12. Supervision:** The BHS or the assessment centre cannot provide supervision for candidates during breaks and lunch time. It is a recommendation that any candidate below the age of 16 years should be accompanied by a responsible adult who remains at the assessment centre for the duration of the assessment. For candidates aged 16-17 or a vulnerable adult, it is at the discretion of their parent or guardian. However, the accompanying adult may not enter or observe the assessment environment. Please note, this may mean the accompanying adult will need to bring provisions for food and refreshments as the assessment centre may not be able to provide this.

**13. Appeals procedure:** On the day of assessment the Assessors decision is final. If you consider your assessment was not conducted in line with syllabi requirements, you may wish to appeal against this. To do so please obtain an Appeals Form from the Equine Excellence Department. This must be completed and submitted with the relevant fee to the Equine Excellence Department within 30 working days of the assessment date.

**14. Recording equipment:** The use of any recording equipment (by candidates, accompanying adults or centre staff) is prohibited during any part of the assessment.

**15. Replacement certificates:** Please check your name on your booking confirmation as this is the name that will be on your career certificates. If you wish to purchase a replacement certificate this will be charged at £25.00.

**16. Using your own horse:** If you are using your own horse for an assessment you must have public liability insurance. Please note, BHS Gold Membership includes public liability insurance\*.

Tabard size comparison table

Tabard size	Ladies size	Gents size (Chest)
XS	8	28"–30"
Small	10	30"–32"
Medium	12	33"–35"
Large	14	36"–38"
XL	16	39"–41"
XXL	18	40"–44"
XXXL	20	43"–46"

Booking Terms and Conditions 2017

\*Terms, conditions and territorial limits apply, available at [www.bhs.org.uk/membership](http://www.bhs.org.uk/membership)