

## Your details

Title	_____	Address	_____
First name	_____		_____
Surname	_____		_____
Telephone	_____	Height*	_____
Date of birth	_____	Weight*	_____
Email	_____		
BHS membership number	_____		
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. <input type="checkbox"/>		

\*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

Ride Leader Level 2	Centre Option 1	_____	Date	_____	£155
	Centre Option 2	_____	Date	_____	
Ride Leader Level 3	Centre Option 1	_____	Date	_____	£180
	Centre Option 2	_____	Date	_____	
Equine Tourism Centre Manager	Centre Option 1	_____	Date	_____	£260
	Centre Option 2	_____	Date	_____	

## Payment by

Credit/Debit card (Please note your assessment is not confirmed until payment has been taken)

Please provide details to contact you on to take card payment

Telephone

\_\_\_\_\_

Best contact time

between office hours

\_\_\_\_\_

Cheque

Please make cheques payable to 'The British Horse Society'

Total fee enclosed

£

\_\_\_\_\_

## 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. Data Protection; we will always treat your personal data with care. We store it securely and only ask for the information we need. We also make sure that we don't keep your information for longer than necessary. Any information you supply to us will be confidentially destroyed 6 years following your assessment. To see our privacy notice, please write to us; BHS, Abbey Park, Stareton, Kenilworth, Warwickshire, CV8 2XZ or go to: <http://www.bhs.org.uk/privacy>

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

\_\_\_\_\_

If under 18 years old a parent or guardian needs to sign above

Print name

\_\_\_\_\_

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		
<b>Client details</b>					
Sage pay ref			Read T&Cs	<input type="checkbox"/>	
Payment method	Amount	(Please tick appropriate)	Application processed	<input type="checkbox"/>	
		Card <input type="checkbox"/> Cheque <input type="checkbox"/>			

## 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. Skills Record:** You will be provided with a Skills Record, as part of your Welcome Pack, when initially booking any Stage 1 to 3 award in the BHS Equine Excellence Pathway. Should you lose your Skills Record please contact the Equine Excellence Department and we will replace this at a fee of £5.00. The Skills Record must be taken with you to your assessment day for any Stage 2 or Stage 3 award as you must be able to provide evidence of your training. Unfortunately you will not be able to sit the assessment without the Skills Record and as a subsequence you will be required to forfeit your assessment fee.

**16. 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.

**17. Data Protection:** To see our privacy notice, or if you need any further information, please write to us; BHS, Abbey Park, Stareton, Kenilworth, Warwickshire, CV8 2XZ or go to; <http://www.bhs.org.uk/privacy>

