

SCHEDULED COURSE BOOKING FORM

To confirm your booking please complete & sign the following details and fax the form back to us on **01273 475911**.

Company Name and Address		Invoice Address (if different)	
Contact Name		Email Address	
Tel. Number		Fax Number	
Course Title		Course Date	
Course Venue		Employer Signature	
How did you hear about us?	Recommended <input type="checkbox"/> Used you before <input type="checkbox"/>	Website Link <input type="checkbox"/> Email Promotion <input type="checkbox"/>	Print advertising <input type="checkbox"/> Search Engine <input type="checkbox"/>

In order for us to prepare course documentation please provide the full name(s) of those who will be attending the training:

Name	Email address ¹	Add to Mailing List?	Dietary Requirements	Mode of Transport ²
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Car <input type="checkbox"/> Other <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Car <input type="checkbox"/> Other <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Car <input type="checkbox"/> Other <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Car <input type="checkbox"/> Other <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Car <input type="checkbox"/> Other <input type="checkbox"/>

¹ An email address will enable us to send course documentation directly to those attending

² Completing this will enable us provide a parking permit when required

Methods of Payment	
Cash <input type="checkbox"/> Cheque (payable to SDC) <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/>	Card Issue No <input type="text"/> Card Start Date <input type="text"/> / <input type="text"/>
Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Cardholder's Name	Amount <input type="text"/> £ <input type="text"/> Expiry Date <input type="text"/> / <input type="text"/>

Employer Training Terms & Conditions

Booking Conditions

Once Employer Training has received the booking form you are liable for payment. Employer Training reserves the right to cancel a course, for example, due to under-subscription. In such circumstances a full refund of course fees will be made or a transfer to another suitable course will be offered. Joining instructions will be sent 7-10 days prior to the start of the course, unless requested earlier.

Payment

Payment is requested upon booking and made by a valid Debit/Credit Card or cheque. An invoice can be raised against a purchase order number or by prior arrangement.

Cancellation & Transfer Policy

Bookings may be cancelled or transferred with no penalty if notification is received as follows:

14 days prior to the start date for courses lasting between 1 & 2 days.

21 days prior to start date for courses lasting between 3 & 7 days.

28 days prior to start date for courses lasting more than 7 days.

If less than the required notice period is given than a 100% charge will be made. An appropriate substitute will be accepted at any time.

Transfer to a subsequent date when the same course is running is subject to availability of places. If the transferee subsequently cancels, the original cancellation clause will apply. Transferees may only transfer a maximum of one time.

Substitutions

May be made at any stage at no extra cost.

Course Changes

Occasionally due to circumstances beyond our control, alterations to timing, venue and content of courses may become necessary. We therefore reserve the right to modify the courses we run.