

IT and Management Course

BOOKING FORM

Personal Details:

Title (Mr/Mrs/Ms/Miss)	
Name	
Address	
Postcode	
Contact Details:	
Telephone	
Email	
Mobile	

Ethnicity:

Prefer not to answer <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Black Other <input type="checkbox"/>
Black African <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Indian <input type="checkbox"/>	Other Asian <input type="checkbox"/>
Mixed White/Asian <input type="checkbox"/>	Mixed White/African <input type="checkbox"/>	White/Caribbean <input type="checkbox"/>
Other Mixed <input type="checkbox"/>	White British <input type="checkbox"/>	White Irish <input type="checkbox"/>
Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please turn over to complete the form

Course title:
Number of places required:

Course title:
Number of places required:

Course title
Number of places required:

Course title
Number of places required:

Signature	Date

Course Fees	
--------------------	--

As a result of your initial enquiry, your provisional booking will be held for 5 working days. The course fee is payable prior to the start of the course. Please make cheques payable to **Shropshire Council** and return the payment and completed form to:

Rachel Hallam,
 Learning, Employment and Training Services
 The Hollies
 21 Sutton Road
 Shrewsbury
 SY2 6DL

Please inform us in advance should you may need any additional support or assistance on the day of training.

Booking Conditions

Cancellations by us

Learning Employment and Training Services reserves the right to cancel or amend course dates or times. The customer will be informed of any changes in writing where practical. In the event of a course being cancelled by Learning Employment and Training Services every effort will be made to make suitable alternative arrangements.

Cancellations by you

In the event of course being cancelled by the client a cancellation fee will be applied by Learning Employment and Training Services as follows:

- 1.** If cancellation notification is given between 7 – 14 days 50% of the course fee will be charged.
- 2.** If cancellation notification is given within 7 days of the course start date or the delegate/s fail to attend then 100% of the total course fee will be charged.
- 3.** All notifications must be confirmed in writing by letter, fax or email.

In the event of the customer needing to cancel a cancellation fee will be charged.

- If cancelled within 7 – 14 days of the course taking place, 50% of course fee will be payable.
- If cancelled within 7 days of course or the customer fails to attend 100% of course fee will be payable
- All notifications must be confirmed in writing by letter, fax or email.

Please call County Training on 01743 255191 to check course availability before sending in your booking form