



Course Booking Form



Booking:

- Please fully complete this booking form so we can ensure the training we provide will meet your needs.
- Please note we do not accept telephone bookings, so send this form by post or email to the address shown below.
- Early booking is advised.
- On receipt of your application, your place will be confirmed in writing (subject to availability).
- Prior to the course, joining instructions and an invoice will be sent to each participant.

We look forward to receiving your application.

Course Details:

Title _____
Date/s: _____
Location _____

Your Details:

Name _____
Job Title (if applicable) _____
Organisation (if applicable) _____
Telephone _____
Email _____
Address: _____

If arranging for a group, please indicate the number who will be attending:

Please describe the job/role and responsibilities of you/your learners: _____

What do you/your learners wish to achieve from this course? _____

Do you or any of your learners have any special requirements, e.g. access, diet, communication etc. _____

Invoice details:

Please invoice the following amount: £ _____

To: name and address for invoice (if different from above) _____

Data Protection Act 1998:

The above details are held and processed by SNAP CYMRU on computer. The forms are kept manually. The information is used by SNAP Cymru for the administration of the training course. Details are disclosed to course tutors; contact details may be available for other course attendees.

The data may be considered as sensitive personal data where the organisation is involved with matters relating to race, ethnic origins, politics, religions or similar beliefs, physical, mental health or sexual life.

Signed: _____ **Date:** _____

Cancellation policy

- Cancellations or postponement can only be accepted in writing.
- Should SNAP Cymru cancel an event a full refund will be made.
- Should delegates cancel or postpone the following charges apply:
 - 22 days or more no fee
 - 15 - 21days prior to event 50% of course fee
 - 16 - 14 days or less (or failure to attend) 100% of course fee

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