

## CPD Booking Form

Please complete the required information and return to Rachel on the email address above. You will receive an email confirmation of your place on the course, many thanks.

<b>Name of person making the booking:</b>	
<b>Course Title:</b>	
<b>Number of places required:</b>	
<b>School/Organisation name:</b>	
<b>Full names of delegate(s)</b>	
<b>Email address of delegate(s) (for pre-course information)</b>	
<b>Special Dietary Requirements (only required for full-day courses):</b>	
<b>Purchase Order Number for invoice:</b>	
<b>Email or postal address for invoice:</b>	
<p><b>Cancellation Policy:</b> Cancellation of a booking must be received in writing at least 10 working days prior to the course start date, otherwise the following costs will be incurred: 50% of the course fee will be payable for cancellations received between 10 &amp; 6 working days prior to the course date, with 100% of the fee being payable for cancellations received later or for non-attendance. Substitutions are welcome at any time.</p>	