|  |
| --- |
|  |

Course Booking Form

**All sections of this form must be fully completed and returned by email only to the Training Administrator:** **sisstraining@solihull.gov.****uk**

**Failure to complete this form in full will result in the form being returned back to you**

 **and the course not being booked.**

|  |
| --- |
| **COURSE TITLE:** |
| Course Date/s: | No of places required: | Cost per person:£ | Total Cost£ |
| **FULL NAME (s) Title of delegate attending the training:** |
| **ROLE OF DELEGATES ATTENDING:** |
| **Can you please confirm candidates are:****New to Solihull Yes/No New to Role Yes/No** |
| School or Organisation Name & Postal Address:Postcode: |
| Tel No:**Delegate/s Email Address:** |
| Any Access Requirements? | Any Dietary Requirements? |
| Signature: | Date: |

HOW TO PAY: This section must be completed prior to returning your form payment will be requested immediately after the course date.

|  |
| --- |
| INTERNAL JOURNAL: SCHOOL NAME: |
| FULL COST CODE NUMBER to be DEBITED: |
| AUTHORISED SIGNATURE: |
| INVOICE: | Name & Address of School/Organisation to be invoiced:Post Code: |
| Purchase Order Number: |

Date Form Received:

Confirmation Sent:

* We are happy to accept substitute delegates.
* In the event of unforeseen circumstance we reserve the right to cancel or alter parts of the programme.
* CANCELLATION: Should you wish to Cancel a booking we will require 14 days notification prior to the

course date otherwise cancellations or non-attendance will be charged in full.

