

Diocesan Board of Education COURSE BOOKING FORM 2019-2020

Please complete one Booking Form per course

Course Title:		
Course Date:		
Name of Attendee(s) (BLOCK CAPITALS):	Designation	Email Address
School/Academy Name:		
School/Academy Email Address: (Invoice will be issued to this if a non-partnership school or cancellation)		
Purchase order number: (Will be quoted on Invoice)		
Disability or dietary requirements: (please state)		
Partnership School <input type="checkbox"/> Non Partnership School <input type="checkbox"/> <i>Please indicate</i>		TOTAL COST £ (if non Partnership School)

I confirm that I have read and accept the Booking and Cancellation Policy

Signed:

Name:

Designation:

Booking and Cancellation Policy

Booking

Complete a booking form for each course and return to the Education Team NO LATER than 10 working days before the course date.

Multiple attendees can be on the same booking form but please do not mix different courses on the same form.

1. Complete a booking form and return by email to education@hereford.anglican.org or post to the Education Team, Unit 8-9, Business Quarter, Ludlow Eco Park, Ludlow, Shropshire, SY8 1FD.
2. You will receive confirmation of your booking by email within 48 hours and a reminder 10 working days before the event.
3. Non-attendance or prior cancellation by those who have booked will be subject to a cancellation charge.

Cancellation Policy

If you need to cancel your booked place, please email education@hereford.anglican.org.

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- Over 10 working days – No Charge
- 6 – 10 working days – 50% charge of full course fee as stated in [2019/2020 Training Programme](#)
- 5 working days and below – 100% charge of full course fee as stated in [2019/2020 Training Programme](#)

An invoice will be issued to the School/Academy with payment terms of 30 days.