



Course Booking Form – (Please use a separate booking form for each delegate.)

Section 1

Organisation: _____

Address: _____

Town and Post Code: _____

Telephone: _____

Title of Course: _____ Date of course _____

Subsidised Course Fee: _____

Section 2

<p><u>Delegate Name</u></p> <p><u>Date of Birth</u> <i>Required for entry onto LancashirePlan</i></p>	<p><u>Address to which joining instructions should be sent.</u></p>
<p><u>Position in organisation</u></p>	<p><u>E-mail</u></p>
<p><u>Organisation or name of payee</u></p>	<p><u>I agree to pay the course fee as advertised according to the terms and conditions overleaf</u></p> <p><u>Signature of payee</u></p> <p>_____</p>

Courses commence at 09.30 and finish at approximately 4.45pm. A light lunch is included in the course fee and served at the venue. Please advise below if you have any specific dietary requirements.

Please note: Bookings by telephone will be accepted **but must be followed by written confirmation** by e-mail (LancashirePlan) or faxed. This will then constitute a confirmed place and the appropriate remittance should be forwarded to LWDP with a completed booking form. (See address against payment details under terms and conditions). Unconfirmed bookings will be considered as cancelled

Terms and Conditions

Funding criteria

LWDP HR management courses are available only to those staff working in Lancashire with two notable exceptions. These are: Blackburn with Darwin and Blackpool who are in themselves unitary authorities. In exceptional circumstances and where there are places available after the cut off date, places may be offered at the full course cost.

Payment

Please send the full course fee with the booking form. Your place will be confirmed and joining instructions sent out to you 3 days prior to the course start date. Cheques should be made payable to: Lancashire Workforce Development Partnership, and returned to Katie Burgess at LWDP, Marion House, Beech Grove, Preston. PR2 1DU Tel: 01772 761855 Fax: 01772 739416

Refunds

Courses are subject to a minimum and maximum number. In the event of a course not running through insufficient interest, a full refund will be made, or a place reserved on a future programme of the same title. If a place is requested to join a course which is fully booked, delegates may be offered an alternative place on a future course of the same title or similar content or elect to have a full refund.

Cancellations

A booking is termed **confirmed** once a course booking form or written confirmation has been received. In the event of receiving a request to cancel a confirmed booking the following terms will apply:

For cancellations received two weeks prior to the event a full refund will be made. Cancellations received after two weeks will only be refunded in full if the place is able to be filled by another delegate.

Where a named place has been confirmed, the name can be substituted for another person by prior agreement.

Cancellations must be confirmed in writing.

In all other circumstances the booking fee is non-returnable.

LWDP reserves the right to cancel courses in advance, in which case any fees tendered will be refunded in full.

Section 3

For administrative use by LWDP

Date booking confirmation sent _____

(At least 1 week in advance of course date)

Method of despatch:

e-mail letter

Copy of confirmation attached to booking form

Date cheque passed to finance: _____

Booking form filed

Date for cancellation to secure refund: _____

(2 weeks or more prior to the date of the course)

Date written cancellation received _____ Date refund returned _____

Re-allocation of delegate place received on _____

Name of delegate being substituted _____

Delegate attended yes / no

Feedback sheet completed and attached yes / no