



Carnelian Training

Course Booking/Enquiry Form

Delegate Details:

Name:	
Address:	
Postcode:	
Date of Birth:	
Tel:	
Mobile:	
Email:	

Company Details:

Name:		
Invoice Address:		
Postcode:		
Tel:		
Mobile:		
Email:		

Courses Required:

1.	3.
2.	4.

Specialist Training Requirements:

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Qualifications Held:

(Please specify all relevant teaching and assessing qualifications)

Subject	Awarding Body	Year Attained

Payment: Cheques payable to Carnelian Training. If you would like to arrange a bank transfer please notify Carnelian Training.

Banking Details

HSBC – Carnelian Training
Account number: **70104213**
Sort Code: **40-13-47**

PLEASE NOTE: - The information you provide on this form will be held on a database controlled by Carnelian Training. The data will be used solely for the administration of the course and for further notification of other courses that may become available. The data held will not be disclosed to any other third parties and all data will be handled in accordance with the Data Protection Act 2000.

Signed:	Position:	Date:
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By signing this booking form, I accept and agree to the Carnelian Training Booking Terms and Conditions outlined overleaf.



Carnelian Training

Booking Terms & Conditions

Carnelian Training Course Booking Terms and Condition

Payments must be received prior to the course. Once Carnelian Training has received the course booking form you are liable for payment. Carnelian Training reserves the right to cancel the course, for example, due to under-subscription. In such circumstances a full refund of course fees will be made or a transfer to another suitable course will be offered to the delegate. No responsibility is accepted for incidental or consequential loss resulting from such a cancellation.

Cancellations

- More than 30 working days before the course, no charge will be made.
- 10 working days before the course, 50% of the fee be payable.
- Less than 10 working days before the course, the whole fee will be payable.

Substitutions

- Substitutions may be made at any stage before the course, at no cost.

Transfers

- Transfer to a subsequent date when the same course is running, subject to availability of places, will incur an administration fee.
- Any accommodation cancellation costs may be charged.

All changes requested verbally must be confirmed in writing or e-mail. Changes will become effective on the date of receipt of written confirmation. Occasionally, due to circumstances beyond our control, alterations to timings and content of courses may become necessary. We therefore reserve the right to modify the course information or tutor.