

COURSE/CONFERENCE APPLICATION FORM (Version 8)

Course Number

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Course start date

Last session date

Course Title

Please Circle

Ms /Mrs /Miss /Mr

Full Name (in block capitals)

Job Title

Name & Address of School

	Post Code

Tel:

Fax:

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Authorised School/EB Signature – Sign here
NB by signing you are accepting the conditions overleaf

Refreshments: All food is buffet style, hot and cold drinks are provided.

Dietary Requirements:

I would like a Vegetarian/Halal option

I am a Diabetic

I have an Allergy/Intolerance to

(Preferences and dislikes cannot be catered for. However please state if generic to all foods eg no butter on sandwiches)

Special Requirements: Please tell us if you have any other special requirement sother than dietary.

Serco Education Bradford Staff only: please provide the following so we can charge internally (this is still required for free courses)

WBS Element: E.519.

Please complete and return to:

The Courses Desk : Transforming Learning Service, Education Bradford, Future House, Bolling Road, Bradford BD4 7EB or fax to **01274 385671**

COURSE/CONFERENCE APPLICATION FORM cont.

Chargeable Courses/Conferences

Acceptances:

Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.

Cancellations:

Please note that the full fee will be charged unless cancellations are made in writing and received by us at least **7 working days** before the start of the course/conference.

Invoices:

Courses/conferences will be invoiced directly to your school/organisation.

Non Chargeable Courses

Acceptances:

Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.

Cancellations:

Please note that a fee of **£25** will be charged for courses that are "free" at the point of delivery unless cancellations are made in writing and received by us at least **7 working days** before the start of the course/conference.

Invoices:

Although these courses are not chargeable a **£25** cancellation charge will be invoiced directly to your school/organisation if at least **7 working days** notice is not given.

Car Parking information

Car Park 1 - Surrounds Future House and usually full from 08.30am

Car Park 2 - Mill Lane (opposite Future House – across from Mill Lane Public House) and usually full from 08.30am

Car Park 3 – Kashmir Bakery on Bolling Road (entrance is opposite to the entrance of car park 1)