

**Learn with Derwen - Booking Form**

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| **Delegate Details** |
| **Name** (As you would like it printed on your certificate) *in capitals please* |
|       | **Male** **[ ]  Female** **[ ]**  |
| **Address** |       |
| **Email address** |  |
| **Telephone** |       | **Mobile no.** |       |
| **Organisation if applicable** |       |
| **Emergency Telephone number** |       |
| **Do you have any specific disability requirements?** i.e. wheelchair user. Please give more details if this is the case. |       |

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| **Course Details** |
| **Course title** |       |
| **Date of course** |       |
| **Cost of course** |       |

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| **Method of Payment** |
| Payment must be made at least 14 days prior to attending the training event. Payment can be made by BACS or cheque. Please tick which method you are paying by below.      |
| **By cheque 🞏** | Made payable to: **Derwen College T&M Business Account** |
| **By BACS 🞏** | **Sort Code:** 30-99-95 | **Account No:** 28839168 |

**Terms and conditions**

**Alterations / Cancellations of Courses by Derwen College**

It may be necessary for Derwen to change the content and timing of a course, the trainer, the date or the venue. In the unlikely event of the course being cancelled by Derwen, a full refund will be made unless the delegate transfers his or her booking to an alternative date for the course. For all bookings, the liability of Derwen shall be limited to the amount of the fee actually paid to Derwen by the delegate. For this reason delegates are encouraged to not to book travel or accommodation more than two weeks prior to any course date.

**Discounts**

Multiple delegate booking discounts apply to delegates booked at the same time, on the same course or same combination of courses, and from the same organisation, and may not be used in conjunction with any other discount or offer.

**Cancellations by the Delegate / Refunds**

All cancellations must be made by email to: learnwith@derwen.ac.uk

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| **Notice given by delegate (prior to course date)** |  | **Applicable fee / procedure** |
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| More than one calendar month |  | Delegates may transfer free of charge to any other equivalent price or cheaper course (balance to pay for more expensive course). For cancellations, an administration fee of 25% of the course per delegate will be charged. |
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| Between one calendar month and two weeks |  | Delegates may transfer free of charge to any other equivalent price or cheaper course (balance to pay for more expensive course). For cancellations, an administration fee of 50% of the course per delegate will be charged. |
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| Between one week and two weeks |  | Delegates may transfer free of charge to any other equivalent price or cheaper course (balance to pay for more expensive course). No refund is payable for cancellation. |
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| Between one week and start time of course.Non-attendance of course. |  | No refund is payable for cancellation. No discounts. No transfers permitted. |
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Where a delegate transfers his/her booking to another course, the delegate will not be entitled to any refund where he/she cancels attendance at that other course. Only one transfer is permitted per course per delegate – the fee will be charged as above.

**Data Protection**

Derwen College takes your privacy seriously. We will keep your personal information private and secure and will not supply your details to any organisation for marketing purposes.

We’d like to stay in touch with you and share relevant and timely updates of our courses and services. If you’d like to continue receiving these marketing emails from us please tick below and sign your consent. You will still have an opportunity to unsubscribe from any emails that you receive.

🞏 **Yes I would like to receive emails from Derwen College**

**Signature……………………………………………………………**

**Use of Social Media**

Photographs for use on social media may be taken during the course for marketing purposes – delegates who do not wish to be included in any social media postings should inform the course tutor.