

## SCHEDULED COURSE BOOKING FORM KG

To confirm your booking please complete & sign the following details and either email or fax back to us on **01273 475911**.

Company Name and Address		If you require an Invoice please provide a Purchase Order number or a Reference Code			
Contact Name		Email Address			
		<table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Add to Mailing List?</b></td> </tr> <tr> <td style="padding: 2px;">Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> </table>		<b>Add to Mailing List?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Add to Mailing List?</b>					
Yes <input type="checkbox"/> No <input type="checkbox"/>					
Tel. Number		Fax Number			
Course Title		Course Date			
Course Venue		Employer Signature			
<b>What Prompted you to Book on this Course?</b>	Legislation <input type="checkbox"/>	Benefit to Business <input type="checkbox"/>	Improve Own Skills/ Knowledge <input type="checkbox"/>		
<b>How did you hear about us?</b>	Recommended <input type="checkbox"/> Used you before <input type="checkbox"/>	Website Link <input type="checkbox"/> Email Promotion <input type="checkbox"/>	Commercial Brochure <input type="checkbox"/> Social Media <input type="checkbox"/>		

In order for us to prepare course documentation please provide the full name(s) of those who will be attending the training:

Name	Job Title	Email address <sup>1</sup>	Dietary Requirements	Mode of Transport <sup>2</sup>
	<input type="checkbox"/> Male <input type="checkbox"/> Female			Car <input type="checkbox"/> Other <input type="checkbox"/>
	<input type="checkbox"/> Male <input type="checkbox"/> Female			Car <input type="checkbox"/> Other <input type="checkbox"/>
	<input type="checkbox"/> Male <input type="checkbox"/> Female			Car <input type="checkbox"/> Other <input type="checkbox"/>

To subscribe to our mailing list please follow link - <http://eepurl.com/cme5>

### Ethnic Origin

<input type="checkbox"/> Asian or Asian British – Bangladeshi <input type="checkbox"/> Asian or Asian British – Indian <input type="checkbox"/> Asian or Asian British – Pakistani <input type="checkbox"/> Asian or Asian British - any other Asian background <input type="checkbox"/> Black or Black British – African	<input type="checkbox"/> Black or Black British – Caribbean <input type="checkbox"/> Any other Black background <input type="checkbox"/> Chinese <input type="checkbox"/> Mixed - White and Asian <input type="checkbox"/> Mixed - White and Black African <input type="checkbox"/> Mixed - White and Black Caribbean	<input type="checkbox"/> Any other Mixed background <input type="checkbox"/> White – British <input type="checkbox"/> White – Irish <input type="checkbox"/> Any other White background <input type="checkbox"/> Any other <input type="checkbox"/> Not Provided
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**Do you have a Disability?** Yes  No  **Do you have Dyslexia?** Yes  No  (we can arrange a reader or scribe for the exam)  
**If you have ticked the box to indicate that you may have a disability, you will be contacted by a member of staff to discuss your needs and suitability for your chosen course. We will either arrange a refund or a transfer to a more suitable course.**

<sup>1</sup> An email address will enable us to send course documentation directly to those attending

<sup>2</sup> Completing this will enable us provide a parking permit when required

<b>Methods of Payment</b>	
Cash <input type="checkbox"/> Cheque (payable to SDC) <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/>	Card Start Date <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> Expiry Date <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Card Number	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Cardholder <input style="width: 250px;" type="text"/>	Amount <input style="width: 60px;" type="text"/> £ Issue Number <input style="width: 60px;" type="text"/> Security Code <input style="width: 60px;" type="text"/>

## **Sussex Skills Solutions Terms & Conditions**

### **Booking Conditions**

Once Sussex Skills Solutions has received the booking form you are liable for payment. Sussex Skills Solutions reserves the right to cancel a 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. Joining instructions will be sent 7-10 days prior to the start of the course, unless requested earlier.

### **Payment**

Payment is requested upon booking and made by a valid Debit/Credit Card or cheque. An invoice can be raised against a purchase order number or by prior arrangement.

### **Cancellation & Transfer Policy**

Bookings may be cancelled or transferred with no penalty if notification is received as follows:

14 days prior to the start date for courses lasting between 1 & 2 days.

21 days prior to start date for courses lasting between 3 & 7 days.

28 days prior to start date for courses lasting more than 7 days.

If less than the required notice period is given than a 100% charge will be made. An appropriate substitute will be accepted at any time.

Transfer to a subsequent date when the same course is running is subject to availability of places. If the transferee subsequently cancels, the original cancellation clause will apply. Transferees may only transfer a maximum of one time.

### **Substitutions**

May be made at any stage at no extra cost.

### **Course Changes**

Occasionally due to circumstances beyond our control, alterations to timing, venue and content of courses may become necessary. We therefore reserve the right to modify the courses we run.