**COURSE**

**BOOKING FORM**

**Course Details**

Title: Date:

**School/Establishment Details**

School/ Establishment:

Address:

**Invoicing Details** *Note: Payment before the course starts is required*

Invoice Contact Name:

Invoice Contact Phone Number:

­­­­­­­­­­­Invoice Contact Email:

**Attendee Details**

Attendee 1

Name: Email:

Role: Dietary Requirements:

Attendee 2

Name: Email:

Role: Dietary Requirements:

Attendee 3

Name: Email:

Role: Dietary Requirements:

**Further Information & Cancellation Policy**

Once the relevant course has been arranged or your school attendees placed on a programme, a confirmation email will be sent to attendees.

Cancellation of course before **two weeks** to start of course - full refund.

Cancellation after this but **before** **48 hours** - half of course costs refunded.

Cancellation **after 48 hours** - no refund.

If for any reason the course is cancelled or postponed by SAND Training & Outreach, we will look to re-schedule training, but will obviously discuss this with attendees/school. If no future date is mutually convenient a full refund will be offered.

**Please return by email to:** [**contactus@trainingoutreach.sandmat.uk**](mailto:contactus@trainingoutreach.sandmat.uk)