

Booking form for scheduled courses and events

| | | |
|--------------------------------------|------------|-----------|
| Title | First name | Telephone |
| Surname | | Fax |
| Job title | | Mobile |
| Organisation | | Email |
| Address | | |
| Invoice to (If different from above) | | |
| Name of course | | Cost |
| How did you hear about this course? | | |

Payment

Payment must be received 14 days before the commencement of the course. Payment may be made by cheque (payable to the Centre for Accessible Environments), BACS or credit card. If you want us to invoice you, please indicate on this form.

Access and dietary requirements

Please tick:

Yes

No

Please give details of all your needs (please give six weeks' notice if you require a BSL interpreter). Alternative formats of this form are available on request.

I have read and agree to the terms and conditions set out on this booking form. I wish to apply for the above course.

| | |
|------------|------|
| Signature | |
| Print name | Date |

This form will constitute a contractual agreement between the applicant and the Centre for Accessible Environments should your application be successful

Cancellation procedure

Cancellations must be received in writing 14 days before the course date. All cancellations are subject to a 10 per cent administration fee. Where cancellations are received less than 14 days before the start of the course, fees will not be refunded.

It is possible to transfer a booking to another person within an organisation or to another date. The Centre will charge a 10 per cent transfer charge on each occasion for this service.

The Centre for Accessible Environments reserves the right to make amendments to the programme if necessary.

Booking information

Please use a separate booking form for each participant. Ensure you provide full contact details in case of any amendments to the programme. This form may be photocopied.

Membership

Membership entitles you to a subscription to the Centre's journal and discounts on the Centre's publications and training.

I wish to become a member (Please tick)

Individual £40 (Includes £2.38 VAT)

Corporate £95 (Includes £10.57 VAT)

Please return the fully completed form to:

Training Coordinator
Centre for Accessible Environments
70 South Lambeth Road
London SW8 1RL

Tel/textphone: 020 7840 0125

Fax: 020 7840 5811

Email: training@cae.org.uk

Website: cae.org.uk

Data Protection Act 1998

Information given on this form will be held on our database. This information is for the sole use of the Centre for Accessible Environments and will not be made available to any other organisation

However, we may provide a delegate list to delegates on our courses.

Please tick here if you do not want to be included on a delegate list.