STANDARD COURSE BOOKING FORM

CONFIRMATION OF BOOKING WILL ONLY BE MADE UPON RECEIPT OF PAYMENT.
IF YOU DO NOT RECEIVE CONFIRMATION AT LEAST ONE WEEK BEFORE THE COURSE
PLEASE TELEPHONE (01509) 844 453

Course Title:

Course Date(s)

Venue Burleigh Community College Thorpe Hill
Loughborough Leicestershire LE11 4SQ

Surname _____ Mr/Mrs/Miss/Ms _____

First Names _____

Date of Birth _____

Job Title _____

Organisation/Company _____

Contact Name _____

Address _____

_____ Post Code _____

Telephone _____ Fax _____

Email _____

Conditions of Booking

Cancellation/transfer of Courses

4 weeks before - no charge

1 - 4 weeks before - 50% charge

Less than 1 week before - Full fee charged

City & Guilds exam fees after registration
No refund

All cancellations must be submitted in writing and confirmed by us, in writing.
E.M.T.T. reserves the right to cancel any course or venue at any time. In this case, the full fee will be returned unless a mutually convenient transfer can be arranged.

BURLEIGH
learning for life
COMMUNITY COLLEGE
in Partnership with
EMTT
East Midlands Technical Training

I confirm that I have read and accept the conditions of booking.

Signature: _____ **Date:** _____

OFFICIAL ORDER No. _____

I enclose a cheque for £ _____ made payable to **Burleigh Community College**

FOR CREDIT/DEBIT CARD PAYMENT

Card Number

Name on card _____ Amount Due £ _____

Valid from: _____ Expiry Date: _____ Security Code (last 3 numbers on back of card): _____

Post Code _____ House Number _____

Signature: _____ Date: _____

Please return to:- Barry J Martin Martindale House 10 Mitchell Drive Loughborough LE11 5FG