



COURSE BOOKING FORM & TERMS AND CONDITIONS

Company /School Details						
Company/School Name		Is the School an Alliance member?	[] Yes [] No			
Name of person making the booking		Position of person making the booking				
Address (inc. postcode)						
Tel No.		Email				
Course Details						
Course Name		Course Starting Date				
Delegate Details						
Delegate Name	Delegate Email	Delegate Role/Position	Delegate DBS No.	Special Dietary Requirements?	Any Medical Conditions?	Cost
Total cost to be invoiced						

Where did you hear about the course?

Upon completion please return to Sarah Ginns, Teaching School Admin Support at ginns@thehollins.com

COURSE BOOKING FORM & TERMS AND CONDITIONS

Where did you hear about the course?

- | | | | | |
|----------------------------------|---|----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Advert | <input type="checkbox"/> Another course/event | <input type="checkbox"/> Email | <input type="checkbox"/> Flyer | <input type="checkbox"/> Google |
| <input type="checkbox"/> Article | <input type="checkbox"/> Social media | <input type="checkbox"/> Website | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Other |

Invoicing – upon receipt of this booking form you will be issued with an invoice which must be paid within 7 days

Invoice address if different from above		Purchase order no	
---	--	-------------------	--

Terms & Conditions / Cancellation Policy

I understand that upon completion, this form represents a legally binding contract and that I have read and will abide by the Alliance for Learning's Terms & Conditions/Cancellation Policy.

Signed By		Date	
------------------	--	-------------	--

COURSE BOOKING FORM & TERMS AND CONDITIONS

East Lancashire Teaching School Alliance TERMS AND CONDITIONS

The CPD Terms and Conditions of ELTSA is effective from 1st January 2018. The Policy may be subject to change without notice.

Booking

- For current course costs and dates, please refer to our website. ELTSA reserves the right to make changes to its events, including content, timings, dates and venue.
- Before booking onto the course, please ensure you have read the course content, to ensure the course will meet your training needs and that you are able to meet pre-requisites, where stated.
- If a course registration/booking form is completed by an individual other than the named candidate, it is the responsibility of the employer to ensure the candidate is suitable for the course and has the relevant experience.
- Submitting the booking form secures your place and commits you to pay the attendance or cancellation fee. If the course is oversubscribed you will be placed on a waiting list and contacted if a cancellation is made.

Invoicing and payment

- Invoices will be sent via email/post to the name and address provided on the booking form and must be paid within **7 days of the invoice date**. If we do not receive funds within the terms stated above then ELTSA reserve the right to reallocate your place(s) on the course.
- Payment can be made in pounds sterling by cheque, or BACS.

Course attendance and certification

- Candidates will receive joining instructions via email to the email address provided on the booking form.
- It is the responsibility of the individual completing the course registration/booking form to ensure joining instructions are received by the candidate.
- If the joining instructions are not received, it is the responsibility of the individual who completed the course registration/booking form to contact ELTSA to arrange for them to be reissued.
- If a candidate fails to turn up on the day of the course without prior notice (please see the cancellation section), full costs of the course will be incurred.
- If alternative contact details are received by ELTSA after the booking form has been submitted, they will supersede the original details and all future correspondence will be sent to the new address.
- Certificate(s) will only be issued to candidates on completion of a full suite of dates. Should a candidate(s) miss one or more session(s) from a suite of dates, they will not receive a certificate(s) connected with that programme.

Cancellations and Amendments

- If you need to cancel your booking please inform us by email: ginns@thehollins.com
- A substitute delegate may attend at the cost of a £25 admin fee
- If you do not attend the course without previously informing us, the full course fee remains payable.
- Cancellations will incur the following charges:

Upon completion please return to Sarah Ginns, Teaching School Admin Support at ginns@thehollins.com

COURSE BOOKING FORM & TERMS AND CONDITIONS

Calendar days' before start of course	Refund applicable
More than 20 days notice	Full refund minus a £25.00 admin fee
Between 10-20 working days notice	50% refund minus a £25.00 admin fee
Less than 10 working days notice	No refund will be given
Failure to attend	Treated as late cancellation and no refund given

- Should circumstances mean that you need to transfer to a course/event on an alternative date, a £25.00 admin charge will apply if less than 10 working days notice is given.
- In the event of there being insufficient numbers booked onto a course, ELTSA reserves the right to cancel or postpone the course. We will endeavour to inform all participants at least five working days before the course is due to take place. All course fees paid will be reimbursed in full, or the payment will be transferred in full to another ELTSA course. ELTSA shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc.

Course Provisions

- Accommodation and travel are the responsibility of the candidate.
- A buffet lunch is provided on all full day courses unless otherwise stated. The cost is included in the price quoted. Any special dietary requirements need to be notified in writing to ELTSA at least three days before the course commences.

Force Majeure

- ELTSA shall not be liable to refund of fees or for any other penalty should courses be cancelled due to war, fire, strike lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.

The ELTSA Promise

ELTSA gives a commitment that all of its courses are of the highest standard and will provide candidates with learning in accordance with the course objectives. If any candidate or employer has any concerns with this, they are encouraged to contact Louise Stubbs, Director of Teaching School at their earliest convenience.

COURSE BOOKING FORM & TERMS AND CONDITIONS

Entire Agreement

These terms and conditions, together with the current ELTSA website prices, course details and ELTSA contact details, set out the whole of our agreement relating to the supply of the course and associated materials and services to you by ELTSA. These terms and conditions cannot be varied except in writing signed by the Director of Teaching School. In particular, no terms and conditions incorporated within your purchase order and nothing said by any person on behalf of ELTSA should be understood as a variation of these terms and conditions or as an authorised representation about the nature or quality of any goods or services offered for sale by ELTSA. ELTSA shall have no liability for any such representation being untrue or misleading.

The copyright of all programme materials including notes, worksheets and resources remain the property of ELTSA (or appropriate course provider). They must not be used for commercial training purposes or reproduced for wider distribution without explicit agreement from ELTSA (or appropriate course provider).