

Training Course Booking Form

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| **Course** |  |  |
| **Date(s)** |  |  |
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| **Title** |  |  |
| **First Name** |  |  |
| **Surname** |  |  |
| **Job Role** |  |  |
| **Organisation** |  |  |
| **Address** |  |  |
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|  |  |
|  |  |
| **Tel** |  |  |
| **Email** |  |  |
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| **Payment:** Payment can be made by bank transfer. Payment must be received at least 10 working days before the first day of Training to secure a place.  **Bank Transfer:** Please use ‘Training’ as the reference  **Beneficiary Name:** St Paul’s Community Development Trust  **Bank Name:** Lloyds TSB **Sort Code:** 30-94-74 **Account Number**: 01117329 |

**Please indicate and state any additional arrangements/requirements**

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| **Disabled Access** |  |  |
| **Other** |  |  |

**Cancellation Policy** Please note that by submitting a completed booking form to us you are entering a binding agreement. If you wish to cancel you must inform us via email giving at least 5 working days’ notice. If you have already paid, we will refund your payment minus a 10% administration charge. Instead of cancelling, you may transfer your booking to another course date, subject to availability. You are permitted to substitute delegates from your settings without charge.

**Privacy Policy** Please note that by submitting a completed booking form to us you are giving us consent to hold the details you have given us of your setting name and address and the names of the delegates you are booking on the course. We (St. Paul’s Community Development Trust) will also store the email address you use to submit it. We will use these details for the purpose of managing your booking and to contact you in the future with details of any other courses we offer that we feel may be of interest to you. Your private details are important to us and will not be shared with anyone outside of our organisation. You have the right to withdraw your consent for future contact by emailing us to let us know at any time.

**PLEASE E-Mail/Scan Form to:** [**HR@stpaulstrust.org.uk**](mailto:HR@stpaulstrust.org.uk)