



Training Programme 2015/16 Booking Form

Name of group/setting if applicable:- Contact Name and Address:-	Daytime Tel No: MKPA Membership No: To receive a reminder before the course please include email address:-
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COURSE TITLE	DATES	TIMES	CANDIDATE NAME	FEE
			1	
			2	
			3	

Terms & Conditions

1. Provisional bookings:

Places for courses can be reserved by phone, but will only be confirmed after a booking form has been received or payment has been made by debit/credit card upon booking. This form must be received by MKPA within 10 working days of the booking being made to secure your place.

2. Payment of course fee:

Payment with the booking is required, however **members** can be invoiced, which we require to be paid before the course commences. **If an invoice is not paid before start of the course, the candidate will not receive their certificate.**

3. Cancellation or non-attendance of courses:

The **FULL COST** of the course will be charged for any cancellation made without at least 5 working days notice or a non-attendance. In exceptional circumstances transfer to another course **may** be possible with a 50% of cost admin fee payable. Where a course is over more than 1 session then the onus is on the student to attend **ALL** sessions. Failure to attend all sessions will be classed as a non-attendance.

4.Data Protection Act 1998:

The data collected in this form will only be used for the purposes of MKPA and will not be disclosed to any external sources without your express written consent.

I accept the terms and conditions of this booking form and understand that I/We will be liable for full payment of course fees on non-attendance or cancellation without giving 5 working days prior notice.

Signature of Manager Date

Signature of StudentDate.....