

## Training Booking Form

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Area of responsibility: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Course**

(please select from drop down menu):

**Course Location & Date:**

An invoice will be issued upon receipt of this booking form.

**PO Number** (if applicable):

Please supply invoicing details below, if different from above.

**N.B. Invoices are emailed so please provide an email address for your finance department.**

**Please indicate if you are a current LASER customer**    Yes ☐                      No ☐

**Cancellation and Transfer Policy**

Due to the preparation costs involved, the following cancellation charges will apply to all courses:

Withdrawal from any course

- Within 1 month of its commencement – 50% of the full cost of the course
- Within 5 working days of its commencement - Full fee per person

**Cancellations** must be made in writing to: [k.mansfield@laser-awards.org.uk](mailto:k.mansfield@laser-awards.org.uk) and will be acknowledged by a confirmation email.

**Transfer** of your place may be made free of charge to one other date.

Transfers must be notified in writing to [k.mansfield@laser-awards.org.uk](mailto:k.mansfield@laser-awards.org.uk) at least one calendar month prior to the course commencing.

Transfers received after this period will be considered as a cancellation and the cancellation policy will be applied.

**Substitutions** may be made at any time prior to the course starting subject to candidate suitability.

A full refund of a course fee will be made if the course is cancelled by LASER

Please return this form to: **Karen Mansfield at Laser Learning Awards, Phoenix House , Pyrford Road, West Byfleet, Surrey KT14 6RA** OR email your details requesting a place to [k.mansfield@laser-awards.org.uk](mailto:k.mansfield@laser-awards.org.uk)



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