



## Training Booking Form

Name:

Organisation:

Address:

Work Phone:

Mobile Phone:

Email:

Address for invoicing:  
(if different)

I wish to book the following course:

Course Title:

Cost: £

Date:

Location:

Cheque enclosed

Please invoice

Do you have any access needs?  
If yes, please specify:

Dietary requirements:



## Making your booking & Cancellation Policy

### **Making your booking**

We do not take telephone bookings so please complete the booking form and send it by email to: [vicki@lawcentres.org.uk](mailto:vicki@lawcentres.org.uk)

or by post to:

**Vicki Leaver, Law Centres Network, 64 Great Eastern Street, London, EC2A 3QR**

Please retain a copy of this booking form for your records.

### **Cancellation policy**

Please note that if you send in a booking form, you or your organisation undertake to pay all fees due unless a **cancellation is made in writing at least 14 days before the course commences**. This is applicable whether payment has been received or not. You may delegate a colleague to attend the course in your place and no charge will be incurred. If we receive written cancellation (can be by email) Law Centres Network will refund the course fee minus a reduction of 20%. Please call us on **0207 749 9120** if you are aware of any circumstances that will affect your payment. Courses are subject to cancellation by Law Centres Network if there are less than ten bookings on the course. Participants will be offered alternative courses or a refund.

If you have any queries please email [vicki@lawcentres.org.uk](mailto:vicki@lawcentres.org.uk) or call **0207 749 9106**

### **Methods of Payment**

**Card payment:** Please use the online booking system to pay via PayPal

**Cheque:** If at all possible, please send a cheque with your booking form. If you are unsure of the amount to pay, please request an invoice and pay by return.