

PROGRAMME BOOKING FORM



This form, when completed will constitute the basis of a contractual agreement between:

Future Foundations Training Limited (“Future Foundations”),

A company registered in England and Wales under 05317459 whose registered office is 31 St John’s Hill, London. SW11 1TT, United Kingdom.

and

School name:

(the “School”)

Whose address is at:

**COMPLETE ALL SECTIONS & RETURN TO FUTURE FOUNDATIONS VIA EMAIL:
social.leaders@future-foundations.co.uk OR POST WITH THE STUDENT AND ALUMNI
BOOKING FORMS AND STUDENT APPLICATION QUESTIONS**

SCHOOL DETAILS

School Name:	
Lead Teacher Name:	
Lead Teacher Email Address:	
Lead Teacher Phone Number:	
Lead Teacher Position:	
Additional Teacher Name: (Where applicable)	
Additional Teacher Email: (Where applicable)	
Additional Teacher Phone Number: (Where applicable)	
Additional Teacher Position: (Where applicable)	

TEAM COMPOSITION

Number of Student Places at £ 1,495: <i>Deadline the 30th November 2014</i>	
Number of Student Places at £ 1,695: <i>From the 1st December 2014</i>	
There is a maximum of 10 students per school	
Number of Alumni Places at £800:	
There is a maximum of 1 alumni student per school	
Number of Teacher Places at £800:	
There is a maximum of 2 teachers per school	



FINANCE DETAILS

School Billing Address:	
Contact Phone Number:	
Finance Contact Name:	
Finance Email Address:	

PAYMENT OPTIONS

Payment Option 1: Pay in full on receipt of invoice

Payment Option 2: Pay £750 on receipt of invoice, £745 by 31st May 2015 (total £1495).
If booked by November 30th 2014.

Payment Option 3: Pay £850 on receipt of invoice, £845 by 31st May 2015 (total £1695).
After December 1st 2014.

PLEASE NOTE: Your places are only booked when we receive payment.

Payment Option chosen: (Please state either option 1, 2 or 3)	
Would you like to book our welcome package at £150 per person? <i>Includes Sunday night accommodation plus transfers to and from Heathrow</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of people for welcome package:	

PAYMENT TERMS AND CONDITIONS

Payment Terms:

Once we receive your 'Programme Booking Form' and 'Student Booking Forms' we will send an invoice to your finance department asking your school to make payments directly by IBAN or SWIFT in GBP to:

Name: Future Foundations Training Ltd

Bank: Lloyds

Address: 3 St George's Road, London, SW19 4DR

Sort code: 309966

Account: 49337668

BIC: LOYDGB21070

IBAN: GB18 LOYD 3099 6649 3376 68

Any international banking fees are payable by the School not Future Foundations.

Booking Date:

The "Booking Date" shall be the date that payment is received by Future Foundations and in line with the selected payment option.

Cancellation:

- Cancellation within 2 weeks of Booking Date: Full refund.
- Cancellation within 3 months of Booking Date: 50% refund.
- Cancellation within 6 months of Booking Date: 25% refund.
- Cancellation after June 1st 2015: Non refundable.

Costing Assumptions:

- The programme cost does not include additional travel costs, visa fees, or other expenses related to getting to and from the programme location unless agreed within the packages outlined.
- The programme cost does not include additional spending money for smaller items such as gifts, souvenirs, and any extra elements that may be purchased by the participants.

Variations:

Please notify Future Foundations in writing to request any changes to the services specified in the option(s) selected. Future Foundations shall endeavour to make any required changes. Any additional costs incurred shall be invoiced to the school.

Legal Obligations:

Future Foundations will provide the Party Leader with a copy of the Future Foundations Code of Practice (outlining our policies and procedures) and an Agreement of Responsibilities document to sign. This will outline the responsibilities held for the safety and wellbeing of participants across all involved parties (Future Foundations, Wellington Leadership Institute, the School, and the Participant). This will need to be signed ahead of delivery of the programme officially starting to signify that you have reviewed the documentation and that you understand that your signature confirms that you have read and understood the terms, policies and responsibilities and are an authorised signatory for your school/organisation.

Participation in the Global Social Leaders 2015 Programme will be confirmed once all payments have been made, and the above stated documents are completed and returned to Future Foundations.

This agreement is governed by and construed in accordance with English law, and the English courts have exclusive jurisdiction to determine any dispute arising in connection with the agreement, including disputes relating to any non-contractual obligations.



SIGNED ON BEHALF OF THE SCHOOL

On behalf of the School, I agree to the terms and conditions above and agree to enter into a contractual agreement with Future Foundations.

Lead Teacher Name: _____

Lead Teacher Signature: _____

Date: _____

SIGNED ON BEHALF OF FUTURE FOUNDATIONS

On behalf of Future Foundations, I agree to the terms and conditions above and agree to enter into a contractual agreement with the School.

Future Foundations Name: _____

Future Foundations Signature: _____

Date: _____

FOR INTERNAL USE ONLY:

UNIQUE SCHOOL CODE: