

Booking Form

Please complete and send this form to the office shown as detailed below

Please complete one form for each person attending.

(It is important that you read the terms and conditions at the end of this form)

Course title		Date(s)	
Your name		Telephone Numbers: Day Evening Mobile	
Your organisation (if applicable)			
Your address			
	Postcode		
Email address			
Date of birth		(required by conditions of course age restrictions)	

YOUR HEALTH AND WELFARE ON THE COURSE

Do you have a disability, health issue or barrier to learning that may affect your study on this course? Yes / No

If yes, please circle all that apply:

Visual impairment Hearing impairment Mobility disability Learning difficulty

Other (please specify):

(One of our staff will contact you to discuss your support needs.)

HOW DID YOU FIND OUT ABOUT THIS COURSE?

- 1st CT website
- 1st CT Training brochure Leaflet/Poster
- Mail-shot/Letter
- Newspaper/Publication (please specify) _____
- Other (please specify) _____

For completion only if relevant to the course you wish to book onto:

ONLY if food is stated on the course details as being supplied:
Will you need a special diet?
Vegetarian Vegan Other (please specify)

ONLY if accommodation is stated on the course details as being available:
Will you need accommodation? **Yes / No**

EQUAL OPPORTUNITIES:

(Completion of this section is optional)

1st Choice training aims to provide a training environment and activities in which all people feel equally valued. To help us in monitoring our performance towards this aim, we would be grateful if you would complete the following:

Are you Male/Female?

What is your cultural background? *please tick the appropriate box below*

- Asian or Asian British – Bangladeshi
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Other
- Black or Black British – Caribbean
- Black or Black British – African
- Black or Black British – Other
- Mixed – White and Black African
- Mixed – White and Black Asian
- Mixed – White and Black Caribbean
- Mixed – Other
- Chinese
- White British
- White Irish
- White Other
- Other

PAYMENT: (please indicate method of payment)

Please note, on receipt of your booking form 1st Choice Training will confirm course details and process payment.

Invoice

Invoice Ref/Purchase Order No:

Date:

Cheque/Postal Order

Please make cheques/PO payable to: **1st Choice Training Ltd**

BACS (Please contact us for details)

Sort Code:

Account Number:

I enclose a booking fee of £ **pp** and I understand that the balance of monies will be due 5 working days prior to the course start date.

Note: We are unable to accept credit cards – Cash only on registration

YOUR BOOKING:

- I wish to book on the course detailed above.
- I have read and accept the booking terms and conditions stated.
- I have read, understand and confirm that I meet the stated eligibility requirements (if any) for attending this course.

The personal data on this form include sensitive personal data which 1st CT needs in order to provide its service to you. Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life offences and/or convictions. We need your explicit consent to process this data which will be used only within 1st CT. If we need to disclose any of this data outside 1st CT we will seek your consent again. I give my consent to 1st CT, as Data Controller, processing sensitive personal information about me in accordance with the Data Protection Act 1998.

Signed:

Date:

PLEASE SEND COMPLETED FORMS:

By post: **1st Choice Training Ltd,
23C Spencer Court
Blyth Riverside Business Park
Blyth
Northumberland
NE24 4TW**

By e-mail **bookings@1stchoicetraining.com**

If you have any course queries, please contact the 1st CT team on **0191 476 0331** or by emailing **info@1stchoicetraining.com**

Booking Information, Terms and Conditions

Bookings for 1st CT courses will be accepted on a first come first served basis.

Provisional bookings will be accepted. However, a booking will only be regarded as confirmed once a completed booking form has been received. Payment (where applicable) is due before the course runs. If this is likely to be a problem, please contact the office direct to discuss.

If a course is full, your name will be placed on a reserve list. If a place then becomes available, you will be notified.

All bookings should be confirmed by at least 2 weeks before the course date, to enable 1st Choice training to make final arrangements. If you wish to book later than this, you are advised to contact the office direct to check if your booking can be accepted.

Final details about the course, how to get there, and other arrangements as applicable will normally be sent out approximately 2 weeks prior to the course.

Cancellation

Once a confirmed booking has been made, cancellation terms apply as follows:

- Up to 28 days before course – no charge;
- 14-28 days before course – full refund less a 25% administration charge, amount to be confirmed by the office;
- Less than 14 days before course – full fee is payable.

If 1st CT has to cancel a course for any reason, any monies already paid will be refunded in full. In the case of unavoidable last minute cancellation of a course, we regret that 1st CT will be unable to refund travel costs incurred.