



BREAKTHROUGH DAYS TRAINING COURSE BOOKING FORM

Please use one form per person. Send by email (form can be emailed to you on request) or post. Alternatively, you can book online at www.breakthroughdays.co.uk/bookcourse

Personal details

Title:

First Name (known as):

Surname:

Your job title:

Home or mobile telephone number (in case we need to make contact with last-minute course amendments):

Email - personal or work:

We prefer to email you to confirm your place is booked so please provide a direct email address.

School details

School full name and address, including postcode:

School phone number:

Name and email address of person making payment:

Course code and date (if known)

How did you find out about this course?

Lunch is not provided but there are many places to eat within a minute's walk of the offices. Tea, coffee, cold drinks, biscuits etc. are available on all courses.

Please let us know if you have any specific dietary requirements e.g. decaffeinated coffee, gluten free biscuits etc.

Do you have any access requirements e.g. wheelchair? If so, please tell us what they are

Do you have a long term health or learning disability issue? If so, please give details

Do you have any support needs to enable you to take part in the course? If so, please give details

Payment - indicate option

I am enclosing a cheque with this booking form for £_____, payable to Dr S Coombes

I require an invoice sending to the school's email address above

If you are providing a purchase order number please send it now with this booking form. We cannot accept purchase order numbers arriving separately from the booking form. Purchase order number _____

I have read and agree to the booking and payment terms and conditions below. I am aware that it is my responsibility to contact Breakthrough Days Solutions if I do not receive an acknowledgement to this booking. I agree to my details being added to the database in order that the training team can send me information relating to this course and that my information may also be used for monitoring purposes.

Signature of Headteacher/Finance Manager

Date

Additional comments/questions:

Email form to: sunshine@breakthroughdays.co.uk

If posting, please mark your envelope TRAINING and return it to:

Breakthrough Days Solutions, 3 Kingsway House, 134-140 Church Road, Hove BN3 2DL

Tel: 01273 252559

For BREAKTHROUGH OFFICE USE only

IC sent _____ JI sent _____ Reserve list Cancelled _____ Price £ _____

CHQ BF sent _____ BF agreed INO _____ Account no. _____

Terms and conditions

Payments

All charges are payable within 30 days after making a booking unless with our prior written agreement. Where a booking is made less than 30 days prior to the training event, payment is required immediately to secure the booking.

Payment Methods

Bank Transfer:

Bank Name: Barclays

Account Number: 40288284

Sort Code: 20-98-74

Cheque: Please make cheques payable to Dr S Coombes

Credit Card: Please call to make a credit card payment (incurs additional charge)

Cancellation Policy

Breakthrough Days Solutions shall be entitled to terminate this agreement on notice to the client in the event that all monies due have not been paid by the due date.

Public Courses

If the client cancels the booking it shall remain liable for the payment to Breakthrough Days Solutions of a cancellation charge as follows:

Days	Cancellation Charge*
0-5 days before the training event	100% Cancellation Charge
6-14 days before the training event	50% Cancellation Charge

*Cancellation charges apply to the total booking value including any agreed pre-booked expenses

If the client is unable to fulfil a booking on the public courses and is able to reschedule an administration fee of 20% cancellation charge will be incurred.

In-House Tailored/Bespoke Courses

If the client cancels the booking it shall remain liable for the payment to Breakthrough Days Solutions of a cancellation charge as follows:

Days	Cancellation Charge*
0-10 days before the training event	100% Cancellation Charge
11-20 days before the training event	50% Cancellation Charge

*Cancellation charges apply to the total booking value including any agreed pre-booked expenses e.g. accommodation, venue and transport costs.

Data

We may use any data which the client provides and the client hereby consents to its use by Breakthrough Days Solutions (BDS): (a) for market research and tracking sales data in order to improve BDS's future services to the client; (b) to send to client information about BDS's products and services and about events and promotions organised by or on behalf of BDS. If the client does not consent to such use, such consent may be withdrawn by written notice to Breakthrough Days Solutions.

Rights and Responsibilities

The client shall not disclose the content or style of the course with other training providers.

General

This agreement is a contractual agreement for the provision of services by Breakthrough Days Solutions to the client. Although very rare, Breakthrough Days Solutions reserves the right to cancel a course for operational reasons. All course fees will be refunded in these circumstances but no additional costs will be paid (e.g. supply cover etc.).