



Title:	Invoice address:
Full Name:	
Job title:	
Company:	
Tel:	Mobile:
Email:	Date of Birth:
Can we stay in touch? Please keep me updated on legislation updates/gen info' by these channels <input type="checkbox"/> Email <input type="checkbox"/> SMS/Text <input type="checkbox"/> Phone <input type="checkbox"/> Post	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say

Course:	Course Location/Date: (view course dates online)
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Do you have any Disabilities? Yes No Do not wish to specify.
If Yes, please inform us how in order that we can assist you to access our services.

Dietary requirements: None / Meat Free / Vegan / Gluten Free / Lactose Free other (please specify):	Any other special requirements:
Who should we contact in case of any emergency (This is optional in case of illness on the day of the event)	Are you already registered with the Griffin House Consultancy or Hand In Hand Professionals? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Contact Number:	if yes do you know your Unique Learning number?
Relationship:	Learner No:

Fees	Note: The fees for this event must be paid prior to attendance	
# A discount may be available to Third Sector Delegates Please call 01673 885533 for details.	Sub Total :	£
	#Third Sector Discount :	£
	Sub Total :	£
	VAT at 20% :	£
	Total :	£
Signed:	Position:	Date:

A maximum of 50% of the Learners on any one course can obtain the Third Sector discount
By signing this booking form, I accept and agree to Griffin House Consultancy Limited Terms and Conditions outlined and to the conditions of attendance as laid out in the Hand in Hand Learner Pre-Course Pack HH41.

Please note bookings will not be confirmed unless the booking form is signed and dated.
Photographic ID, for example Passport or Driving Licence, will be required on the day of the course.

----- This section of the form will not be connected to your records and destroyed after ethnicity captured -----

Diversity Statistics: For statistical purposes can you please indicate your ethnic background						
<input type="checkbox"/> British	<input type="checkbox"/> English	<input type="checkbox"/> Irish	<input type="checkbox"/> Scottish	<input type="checkbox"/> Welsh	<input type="checkbox"/> White UK	<input type="checkbox"/> UK Other
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Mixed white/black Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Mixed white/black African	<input type="checkbox"/> Asian – Indian		
<input type="checkbox"/> Asian – Pakistani	<input type="checkbox"/> Mixed – White and Asian	<input type="checkbox"/> Other Asian Background				
<input type="checkbox"/> Other Mixed Background	<input type="checkbox"/> Other Ethnic background	<input type="checkbox"/> Rather not say				



COURSE TERMS AND CONDITIONS

Definitions:

Griffin House Consultancy Limited will be referred to as GHC
The Client is the legal identity of the organisation or individual with whom the contract is made.

General:

Payment must be received at least three working days prior to the day of the course. By completing and submitting the booking form to GHC you are confirming your intention for you/your colleagues to attend the specified course, and will be liable for payment. Where circumstances beyond the control of GHC occur, for example, illness and acts of god, including under-subscription to the course, GHC reserves the right to cancel the course. In such circumstances, a full refund or the course fees will be made, or the offer to transfer to another course of similar value will be offered. No responsibility is accepted for incidental or consequential loss resulting from such a cancellation.

Learner Cancellations

- Over and including the 28th calendar day before the course:
Full refund less a 25% administration fee.
- Within 15-27 calendar days before the course:
50% of the fee will be payable
or, the Learner may transfer to another course of a similar value (*fee applicable)
- Within 2 and 14 calendar days before the course:
the whole fee will be payable

Note: The Learner may nominate a substitute to take their place, but this substitution, and notification, cannot be made in the last working day prior to the course date.

Substitutions:

An alternative Learner may be substituted at any time, but this cannot be performed on the day of the course, or the previous working day. A new booking form must be completed, but no charge in addition to the above fees will be made.

Transfers:

*Transfer to an alternative venue and date is possible, subject to availability of places, and providing the course is of the same value. A standard transfer fee of £50 will apply. If a transfer to a course of a higher value is requested, an invoice for the difference in fees will be issued. A transfer cannot take place in the last 14 calendar days leading up to the course as the attendance of the Learner will have been taken into account for the viability of running the course.

If the transferred Learner subsequently cancels, the original cancellation clause will apply. All changes requested verbally must be confirmed in writing. Changes will become effective on the date of receipt of the written confirmation. Occasionally, due to circumstances beyond our control, alterations to timings and content of course may become necessary. We therefore reserve the right to modify the course information or Trainer.

Venue:

The venue will be confirmed no later than 3 working days before the course takes place. Please note that venues will not always be centrally located to the town/city where the course is taking place. GHC will not be liable for any additional fees incurred travelling to the venue, for example pre-booking of train fares, taxi fares etc.

WHAT TO DO NEXT

Please scan and email or post your completed form to:-

Email: enquiries@griffinhouseconsultancy.co.uk
Post: Griffin House Consultancy Limited, Griffin House, Wickenby, LINCOLN, LN3 5AB
Tel: 01673 885533