



Course Booking Form

Please complete using block capitals

Course Title:	Course Date:
	Course Cost:

Title	Delegate Name(s):	Job Title(s)	Date(s) of Birth:

Company Name (if applicable):	
Address:	
Postcode:	Tel:
E-mail:	Fax:

Please note we need a cheque or purchase order number to guarantee you a place on your course. Please use one of the options below.

Payment by cheque:	I enclose a cheque for £..... as payment for Delegates Cheques should be made payable to Inverness College	
Payment by invoice:	Invoice Required: YES/NO	Purchase order number:
Payment by ILA:	ILA Account No.:	If the course costs more than the balance on your ILA account please enclose a cheque for the difference.
Payment by Credit Card:	If you prefer to pay by credit card, please contact the course administrator on 01463 273652 / 273655 to arrange.	

Cancellation Policy
<ol style="list-style-type: none"> Cancellations may be given over the phone but must be confirmed in writing. There is no charge for cancellations received more than 10 working days before the start of the course. For cancellations received less than 10 working days before the start of the course or once the course has started, there is no fee refund. Substitutions can be made at any time before the start of the course. Should delegates have to be registered with an awarding body in advance of the course, then in the event of a delegate cancelling, irrespective of the amount of notice given, the registration fees are non-refundable. Inverness College reserves the right to cancel any course at any time, in which case alternative dates will be offered or a full refund given.

I accept the booking conditions as above	Signed:		Date:	
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Where did you hear about us? Word of mouth On Our Website Previous Client Other-.....
