

Forest of Bradford

Training course booking form

Please photocopy this form as required



Invoice Address

Company/Organisation:	
Address:	
	Postal Code:
Email:	
Number of people:	

Delegate Information

Title:	First name:	Surname:
Position held:		
Mailing address:		
		Postal Code:
Telephone:	Fax:	Email:

(Joining instructions will be sent to this email address unless otherwise instructed)

Title:	First name:	Surname:
Position held:		
Mailing address:		
		Postal Code:
Telephone:	Fax:	Email:

(Joining instructions will be sent to this email address unless otherwise instructed)

Booking Contact

Title:	First Name:	Surname:
Position Held:		Email:

Course Details

Course title:	Course date:
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Reason for doing the course? (Please tick)

Leisure:	Work:	
Other (Please specify)		

Equal Opportunities (Completion of this section is optional)

Bradford Environmental Action Trust 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 tick the correct answer:

Are you? (Please tick)

Male		Female	
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What is your cultural background? (Please tick)

Asian or Asian British - Bangladeshi		Asian or Asian British - Indian	
Asian or Asian British - Pakistani		Asian or Asian British - Other	
Black or Black British - African		Black or Black British - Caribbean	
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	

Do you consider yourself to have a disability or long term illness? (Please tick)

Yes		No	
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How did you find out about this course (Please tick)

Beat Mailshot/Letter		BEAT Website	
Leaflet/Poster		Newspaper/Publication (state which)	
Recommendation		Other (Please specify)	

Payment

By cheque/postal order made payable to 'Bradford Environmental Action Trust'. I enclose a cheque/PO for the following amount
(Payment must be sent to the office given in the course details)

I have read and understood the Bradford Environmental Action Trust Terms and conditions

Participant Signature:	Date:
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BRADFORD ENVIRONMENTAL ACTION TRUST SHORT COURSES: BOOKING INFORMATION, TERMS AND CONDITIONS

Booking for Bradford Environmental Action Trust courses will be accepted on a first come first serve basis. Provisional booking will be accepted. However, a booking will only be regarded as confirmed once a completed booking form has been received. Payment 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 the organisers to make final arrangements. If you wish to book later than this, you are advised to speak to 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 14 days before the course - no charge; 14 days before the course - a £10 fee will be applied and the course fee will not be refundable. If for any reason the Bradford Environmental Action Trust has to cancel the course for any reason, any monies paid will be refunded in full. In the case of unavoidable last minute cancellation of a course, we regret that Bradford Environmental Action Trust will be unable to refund travel costs incurred.

Bradford Environmental Action Trust courses involve activity outdoors. You will therefore need to have suitable footwear and clothing, and **it is advisable to have protection against tetanus.**