

Work Experience Training Booking Form

Title: _____ First name: _____ Surname: _____

Address: _____

Town: _____ Country: _____ Postcode: _____

Telephone(daytime): _____ Telephone(evening): _____

Email: _____

Course selected: _____ **Course dates:** _____

Boot Camp £350 per person

Management Reporting £150 per person

Date application submitted : _____ **Course fee:** _____

Funding status:

Please note that we can only hold a place for you once your funding is secured. Once we have issued the invoice, please note that you are subject to the terms of our cancellation policy, which are explained at the end of this form.

I am applying for this course independently, and will be paying the fees personally

My employer is covering the course fees

Another organisation is covering the course fees (Please give full details below)

Details of organisation covering the costs of your attendance, to which an invoice will be sent (if different from above):

Contact name: _____ Organisation: _____

Address: _____

Town: _____ Country: _____ Postcode: _____

Telephone: _____ Fax: _____

Email: _____

Reason for undertaking this course:

(Please provide us with the reason you decided to book this course)

Previous experience in this field:

Courses attended on this subject:

In relation to the course outline, please list three things you hope to gain from this course:

- 1.
- 2.
- 3.

How did you find out about the course? _____

Application procedure

Early booking is recommended, as places are limited. Once we have accepted your application we will send you a booking letter and invoice. Please note that we can only hold a place for you once your funding is confirmed. The invoice contains full details on how to pay. Your contract with us starts from this point, – please refer in detail to the cancellation policy below. To guarantee your place, receipt of 85% payment is required. We request that payment be made at least two weeks before the course start date. If booking within four weeks of the course start date, payment will be required immediately. Payment can be made by sending a cheque made payable to 'Q-Financial Solutions'; or by BACS bank transfer.

Cancellation policy

If you wish to cancel your place on a course, we will refund the fee according to the number of weeks before the course that you notify us of this.

More than 4 weeks:	100% refund
Between 2 to 4 weeks:	50% refund
Less than 2 weeks or not attending the course:	No refund

To cancel your place on the course we require written notification.

Whether payment has been received or not, you will be charged cancellation fees accordingly.

Q-Financial Solution reserves the right to cancel the course in the unlikely event that it is undersubscribed. If we do so, we will refund 100% of your fee. This decision may be made up to 2 weeks before the course start date.

Please send completed forms to:

By email: enquiries@qfsolutions.co.uk **By post:** Clarendon House, 125 Shenley Road, Borehamwood, WD6 1AG

Training enquiries tel: +44 (0)208 123 0416

Website: www.qfsolutions.co.uk