

Booking Form

Course reference number			
Course name			
Course start date(s)	/ /		
Venue		Cost	

Your details

Title	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms / <input type="checkbox"/> Miss / Other please specify:		
First name		Surname	
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address			
Town		Postcode	
Phone (daytime)		Mobile	
Email			
Special requirements (diet, access etc)			
If you would like to receive Redkite Training Solutions news via email, please tick here: <input type="checkbox"/>			

Please note you must provide at least one phone number or your email address.

Payment details

<input type="checkbox"/> I enclose a cheque made payable to 'RedKite Training Solutions'
<input type="checkbox"/> Please invoice me

Please ensure you have approval if you tick one of these and attach a purchase order if required.

Billing details (If you have requested an invoice please give address details here):

Name			
Address			
Town		Postcode	
Purchase order no (if		Receipt required	<input type="checkbox"/> Yes <input type="checkbox"/> No

Redkite Training Solutions use only			
Invoice Number:		Authorisation signature:	

Please send this form to:

RedKite Training Solutions, 94 Bedfordshire Way, Wokingham, Berks, RG41 3BA
or email to support@redkitetrainingsolutions.co.uk

For booking terms and conditions please see the reverse of this form.

Professional, passionate training solutions

Terms and conditions

Delegate substitution

It is possible to substitute an alternative delegate on any course at no additional cost, provided: They meet the pre-requisites of the course **and** their completed application form is received no later than two working days before the start of the course.

In this instance an e-mail will be sent to confirm the replacement delegate has been accepted onto the course. An additional charge may be made for any course materials if they are not transferred from the original delegate.

Cancellation

By Delegates

Cancellations need to be confirmed in writing. The following refunds will apply to cancellations:

- *Cancellation more than 28 days before the course date - 100% refund (less the cost of any materials or other costs incurred)*
- *Cancellation 11-28 days before the start of the course - 50% refund*
- *Cancellation within 10 days of the start of the course - No refund*

By RedKite Training Solutions

In the unlikely event of your course having to be cancelled we will advise you as soon as this change is known. We will offer alternative dates or, at your request, a refund, less the cost of any materials already supplied to you.

Data Protection

Course participants' details are stored for the purpose of recording attendance on courses, providing statistical information and maintaining training records. We do not share your details with any other organisation other those needed to produce your certificate.