

## BOOKING FORM

Name of Course Booking:	
Date of Course:	
Name of Delegate:	
Email:	
Contact Telephone No:	
Job Title:	
Name of Delegate:	
Email:	
Contact Telephone No.	
Job Title:	
School Name:	
School Address:	
Postcode:	
Please state any special requirements, e.g. accessibility of venue, dietary needs:	

Further details and directions to the venues will be provided with a confirmation letter. The fee includes any course materials and light refreshments.

Purchase Order Number:	
Invoice Contact Name:	
Email:	

# Financial Terms and Conditions:

Course fees are payable in advance. On receipt of your booking form ATS will invoice you for the full amount. Invoices must be paid in full within 30 days from the date of the invoice. Should this term not be met the ATS reserve the right to apply an administrative fee of up to £40 per 30 days. The delegate fee includes course materials if applicable and light refreshments. Lunch is not provided unless stated within your confirmation letter. We aim to provide your booking however if we cancel your booking due to a low number of subscribers we will reimburse the full cost back to you. We reserve the right to offer an alternative facilitator or trainer or venue. If you must cancel please contact as soon as possible. Once your booking had been cancelled you will receive a cancellation invoice.

Cancellation fees are as follows:


Days to start date:	0-14 days	15-21 days	22-28 days	29 days or more
Charges:	100%	75%	25%	0

No charge will be made for substitution of delegates.

Authorised by:	Signature:	Date:
----------------	------------	-------

Please return your completed booking form(s) to the address below:

Contact:	Ambitions Teaching School Petersfield Road Bournemouth BH7 6QP	
Telephone:	01202 424361 Ext 220	
Email:	admin@ats.education	



**AMBITIONS**  
Teaching School  
Outstanding Together