

# Booking Form for Workshops, Events and Short Courses



Please complete the following sections:

## Section 1 (please complete a separate form for each course)

Title of Training: \_\_\_\_\_ Course Code \_\_\_\_\_

Date: \_\_\_\_\_ Venue: \_\_\_\_\_

**Participant name(s) and contact details** (Please clearly write the name you wish to appear on your certificate)

Name	Contact Details	Email Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

## Section 2 Setting Details (If you are booking as an individual please supply your own details in this section)

Setting name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address of setting \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you a PATA member? YES/NO

Tick here to show that you have read and accept the terms and conditions overleaf

## Section 3 Payment details

Total fee payable for \_\_\_\_\_ places: £ \_\_\_\_\_ Cheque/Bacs Date: \_\_\_\_\_

Please make cheque payments payable to: **PATA (UK)**. (separate cheque for each course) or pay by BACS (account number: 69294941 sort code: 60-09-02) Use your **course code number** and **name/setting name** as reference and notify by email to [finance@pataglos.org.uk](mailto:finance@pataglos.org.uk)

All bookings, payments and requests to be sent to: Training, PATA, Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR Telephone 01452 541244

**Confirmation and receipt will be sent by email to the contact name given above in section 2.**

**Please see our website for further information on courses [www.pataglos.org.uk](http://www.pataglos.org.uk)**

## **PATA Short Course Bookings – Terms and Conditions**

### **Course Fees**

Course fees are the responsibility of the learner. If an employer, parent or other body is accepting responsibility for paying the course fee, clear evidence and details of who must be provided during the application stage.

**Short courses/workshops:** Payment must be made at the time of booking for short courses and workshops, other arrangements apply for longer courses (national qualifications).

### **Cancellation and non-attendance**

#### **Notification of cancellation of a course or workshop by PATA:**

- PATA reserves the right to cancel any course with insufficient numbers and will give 5 working days' notice. A full refund will apply.
- If PATA have to cancel due to circumstances beyond their control and is unable to give 5 days' notice then an alternative date/course will be offered prior to any refund.
- In some instances a training credit may be issued for cancelled/postponed learning – this will have an expiry date.

#### **Learner Cancellation – short courses and workshops**

- 15 working days before the start date = 100% refund
- 10 working days before the start date = 50% refund
- Less than 10 working days of the start date = no refund
- Non-attendance = no refund
- Non-attendance or cancellation of FREE (funded) courses will incur a 'no show' charge of £55.00 to cover administration costs

Due to the costs involved in reprinting and posting certificates, a £10 admin fee may be charged in the following circumstances:

- Changing the person attending the course
- Errors on the booking form (e.g. spelling a name wrongly where this results in needing to reprint certificates)
- Payment in full not received 24 hours before the course start time

**PATA (UK), Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR**

**T: 01452 541244 E: [info@pataglos.org.uk](mailto:info@pataglos.org.uk) W: [www.pataglos.org.uk](http://www.pataglos.org.uk)**

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