

Booking Form (Commercial Learning Agreement)

Course Details				
Course Title:				
Course Code: <i>(if known)</i>		Date: 1 st choice		Date: 2 nd choice
Course Fee:		Location:		
Only complete this section if you are attending a course which involves horse riding:				
Height:		Weight:		

Once we receive your completed booking form, you will receive confirmation of receipt via email (if you have provided your email address). Your joining instructions will be sent to you via email at least one week prior to the course start date. If you would prefer to receive your joining instructions by post, please tick here

Company & Contact Details			
Company Name:			
Contact Name:		Job Title:	
Email Address:			
Company Address:			
Postcode:		Main Switchboard No:	

Would you be interested in us contacting you to discuss any training needs you have within your organisation?
Yes No

Delegates Details			
Mr / Mrs / Ms / Miss * delete where applicable			
First Name:		Surname:	
Direct Tel Number:		Email Address:	
Would you like to be kept up-to-date with information about our training courses and special offers initiatives by email <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dietary Requirements: <i>(if applicable)</i>		Date of Birth:	
Please indicate the category which you feel best describes your ethnic origin:			
Asian or Asian British			
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Other
Black or Black British			
<input type="checkbox"/> African	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Other	
Mixed			
<input type="checkbox"/> White and Asian	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Black	<input type="checkbox"/> Caribbean <input type="checkbox"/> Other
White			
<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other	
<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other group		

Terms & Conditions

Payment

Any courses due to start within 30 calendar days of the date of this booking form must be paid by cheque or credit card unless you have a credit account with Bedford College. If your booking has been made 31 calendar days or more before the start date of your course we can invoice your company for payment. Invoices should be paid within 14 days of the date of invoice. Your place on the training course is not guaranteed until payment has been made or a purchase order number has been received.

Cancellations, transfers and substitutions

We regret that we are not able to offer any refund if you want to cancel your place on a course or fail to start, however companies may substitute the original delegate with another person at no extra charge. Written notification is required to substitute a delegate.

Written notification is required to transfer a booking to another course. Bookings can be transferred without charge when notification is received 31 days or more prior to the start date of the originally booked course. Where notification is received within 15-30 days (inclusive) of the start date of the original booked course, a once-only transfer is allowed with a 25% charge based on the original fee. The transfer charge will be 50% where notification is received within 1-14 days (inclusive) on the course date. If that transfer is cancelled or changed at any time, the full course fee remains payable. All late bookings, first confirmed within 30 days of the course date, will be subject to normal cancellation and transfer terms and conditions.

Number of days notice	% of course fee payable on cancellation	Transfer fee
31+	100%	Free
15-30 days	100%	25% of original fee
1-14 days	100%	50% of original fee

Bedford College reserves the right to make amendments to the course dates, fees or other details, and to make cancellations or changes if numbers are insufficient. In the unfortunate situation that we have to cancel a course, we will refund your fees in full.

Data Protection Act 1998

The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at www.lsc.gov.uk/providers/Data/help/ and by following the links to data protection.

At no time will your personal information be passed to other organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision. Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research

The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England. The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick here if you do not wish to be contacted about courses or learning opportunities by post