

London Youth Training Courses Booking Form

Please use this form for all the courses listed unless otherwise stated.
Please complete one form **for each participant** and return it to:

Beverley Stephney, Training Administrator, London Youth, 47 – 49 Pitfield Street, London N1 6DA
Tel: 020 7549 8806 Fax: 020 7549 8801 email:beverley.stephney@londonyouth.org.uk

Course Costs

The price of courses are as follows unless stated otherwise:

	Affiliated members of London Youth	Voluntary sector (non-affil) or individuals	Statutory (non-affiliated)	Commercial sector (non affiliated)
1 day course	£81	£122	£130	£138
2 day course	£163	£244	£260	£277

Booking Details

Please indicate if your organisation is:

Affiliated members of London Youth **Affiliation Number:** _____
Voluntary sector (non-affiliated) Statutory (non-affiliated)
Commercial sector (non-affiliated) Please send me a London Youth Affiliation Pack

PLEASE PRINT CLEARLY IN BLOCK CAPITALS

Course Title	Course Date	Cost
TOTAL COST:		

A) I enclose a cheque for: £_____ B) **Or** please invoice my organisation for: £_____ (Affiliated groups only)
Cheques payable to: London Youth.

You will be sent course information 2 weeks prior to the course date. If you require a receipt **via email** acknowledging your booking or cheque before this time, please tick this box:
Please note our **Cancellation Policy** applies to any courses booked. Copy available on request.

Contact name: _____

Job Title: _____ Organisation: _____

Participants name: _____

Participants home address to send course details: _____

Postcode: _____

Tel: _____ Email: _____

Please tick this box if you do **not** want us to use your contact details to forward you information on future training courses run by London Youth.

Invoice address if different from above: _____

Postcode _____

Lunch

A sandwich lunch will normally be provided on day courses unless otherwise stated. Do you have any special dietary requirements?

Additional needs requirements:

Wheelchair access Large Print Handouts Induction Loop Other

Please contact Beverley Stephney on 020 7549 8806 or via email to discuss any other access, support or mobility needs.

Making a Booking

Please note that **no** bookings can be made by telephone.

Please complete the booking form and forward to us via post, fax or email. On its receipt, you will be sent an acknowledgment letter, subject to availability. If there is no space on your first preference you will be allocated your 2nd preference.

Two weeks prior to the course date you will be sent a confirmation letter with details of the course and a venue map. If you are booking near to the course date, please call us to check availability on 020 7549 8806.

Cancellation Policy

Whether payment has been received or not, you will be liable for the whole course fee unless we receive **written notification 14 days** before the course or seminar. If we receive written notification 14 days prior to the course, we will refund you the full course fee, or if you prefer we can transfer you to another course/seminar (subject to availability).

No refunds will be made for bookings cancelled less than 14 days before the course or seminar, or for non-attendance on the day, except in exceptional circumstances. Please write to the Head of Training, giving full details of why you were unable to attend, enclosing any supporting documentation.

Verbal cancellations will not be accepted, but a colleague may take your place.

We hold the right to cancel a course if there is insufficient take up of places. You will be informed 14 days prior to the date of the course.

Data Protection

London Youth will store the information you provide on your booking form on a computerised database used for administration purposes only. We will not disclose this information to any other person or organisation, except in connection with the above purpose.

Accessibility

The majority of our venues are accessible for wheelchair users. Please indicate any additional support needs on your booking form and we will try and meet them. We welcome carers. Please inform us if you will be accompanied.

London Youth Training Team
September 2007