

## **Booking Terms and Conditions**

### **Bookings**

Sessions are run by *fit4funding* itself, or in partnership with other organisations in West Yorkshire. Bookings should be made with the organisation indicated in the course description.

***If the course description indicates that you should book with fit4funding, please complete the booking form and return with any course fees due.*** If you are unable to send a cheque without first receiving an invoice, please indicate this on the booking form. The invoice will be raised prior to the course start date.

### **Cancellation Policy for courses booked directly with fit4funding**

Cancellations are only accepted in writing (letter, e-mail, fax).

Whether payment has been received or not, charges will be made according to the following periods of notice:

- 21 days notice                    10% administration charge (subject to a £5 minimum)
- 14 days notice                    50% course fees
- 7 days notice or less          100% course fees

Refunds will only be made in exceptional circumstances and then only at the discretion of the manager.

### **Deferrals**

If you are unable to complete the course within the stated dates and you request to defer to the next run of the course then you will be required to pay an additional 50% of the course costs before you re-commence your studies.

### **Data Protection**

*fit4funding* will use the information you provide on your booking form for administering our training courses. The details you are asked to give about your group will be used for our monitoring and to ensure we are reaching our target audience. *fit4funding* may share this information with Partner agencies (including funding agencies) where this is necessary and consistent with the purposes stated above.

## Booking Form for **fit4funding** courses only

Please photocopy extra copies of this booking form if required

<b>Name:</b>		<b>Telephone:</b>	
<b>Organisation:</b>		<b>Fax No.</b>	
<b>Address:</b>		<b>Invoice address:</b>	
<b>Postcode:</b>		<b>Email:</b>	
<b>Booking information</b>			
<b>Course title:</b>			
<b>Date/s:</b>			
<b>All applications for free courses must be accompanied by a £5 deposit which will be returned when you attend the course. (Otherwise this is to cover administration costs.)</b>			
<b>I enclose a cheque for £</b> Please make all cheques payable to: <i>fit4funding</i>		<b>Please tick to be invoiced</b>	
<b>fit4funding</b> – <i>fit4funding</i> are committed to serving the needs of all communities. Please complete the information below to help us provide training geared to your needs.			
Where does your group operate?			
What does your group do?			
Do you have more than one paid worker?	Yes (Please tick)	No	
Is your organisation led by: (Please tick all that apply)	Women People from a rural area Refugees/asylum seekers Disabled people People from black and ethnic minority communities Other (Please specify)		
Please tick to receive updates from <i>fit4funding</i>			
How did you find out about this course?			
<b>All information is handled according to our data protection policy. Please tick to confirm that you have read, understood and agree to the booking terms and conditions.</b>			

Signed: \_\_\_\_\_

**NB. All venues used by the *fit4funding* are wheelchair accessible.**

- If you have other access requirements e.g. large print, please indicate below:
- If you have any dietary needs e.g. allergies, please indicate below: All information is handled according to our data protection policy
- If you have any religious requirements e.g. prayer room, please indicate below:

Please return to: **fit4funding**, 93 Lawefield Lane, Wakefield, WF2 8SU.

Fax: 01924 239431. Email: [info@fit4funding.org.uk](mailto:info@fit4funding.org.uk)