

BOOKING FORM

Programme: AET Level 3

Date: 15th of January 2018

Please complete and return to:

Elen Edwards, Topps, 2 Langley Road, Wolverhampton, WV3 7LH

Tel: 0800 5999 416

Email: elenedwards@topps.org.uk

How did you hear about this programme?

Name.....

Organisation

Address.....

.....

Tel..... E-mail.....

We are very keen to ensure that we respond appropriately to any special requirements you may have whilst undertaking a programme with us. We can assure you that any information you disclose will not be shared with any person not directly involved with the delivery of your programme.

Do you have any special access requirements (if yes please specify)

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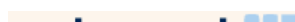
Do you have any special learning requirements (if yes please specify)

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I enclose a cheque to the value of £0.00 to confirm my place (If you would like to pay by bank transfer please call us for the details.)

I would like to pay by instalments of (to be agreed) OR

Please invoice the organisation named above for £



TERMS AND CONDITIONS FOR CANCELLATION

We appreciate that occasions arise which necessitate a client / organisation to cancel their course due to extreme circumstances and we try to be flexible in our approach to each individual case.

Taught Courses

Clients cancelling a course, or switching a course date must give at least 10 working days notice, in advance, in order to avoid paying 50% of the full course fees.

If cancellation notice is received less than 5 working days prior to the course date, the full course fees will be charged.

Customers wishing to substitute a registered delegate from the same company need to first check with Topps that this is acceptable. If agreed, you may do so up to commencement of the course without charge, other than any substitution costs incurred by Topps i.e. registration costs, provision of additional support needs.

The charges as stated above may be reduced at the discretion of the Topps.