

COURSE/CONFERENCE APPLICATION FORM (Version 14)

Course Number

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Course start date

Last session date

Course Title

Where did you hear about this course?

Please Circle

Ms /Mrs /Miss /Mr

Full Name (in block capitals)

Job Title

Responsibilities relevant to this course

Year Group/Key Stage

What are your course expectations?

Name & Address of School

Tel:	Fax:
Personal school email address of attendee: (eg john.smith@schoolname.com , to confirm registration)	
Mobile Tel (for text alerts): (to contact you in cases of emergency)	

Authorised School Signature – Sign here
NB by signing you are accepting the conditions overleaf

City of Bradford MDC Staff only: please provide the following so we can charge internally
(this is still required for free courses)

Budget Code

PLEASE ALSO COMPLETE PAGE 2 OVERLEAF

Refreshments: All food is buffet style, hot and cold drinks are provided.

Dietary Requirements:

I would like a Vegetarian/Halal option

I am a Diabetic

I have an Allergy/Intolerance to

(Preferences and dislikes cannot be catered for. However please state if generic to all foods, eg no butter on sandwiches)

Special Requirements: Please tell us if you have any other special requirements other than dietary.

Please complete and return to:

The Courses Desk : City of Bradford MDC, Margaret McMillan Tower,
Princes Way, Bradford, BD1 1NN or scan and email to
educationcourses@bradford.gov.uk

Chargeable Courses/Conferences

Acceptances:

Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.

Cancellations:

Please note that the full fee will be charged unless cancellations are made in writing and received by us at least **7 working days** before the start of the course/conference.

Invoices:

Courses/conferences will be invoiced directly to your school/organisation.

Non Chargeable Courses

Acceptances:

Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.

Cancellations:

Please note that a fee of **£25** will be charged for courses that are "free" at the point of delivery unless cancellations are made in writing and received by us at least **7 working days** before the start of the course/conference.

Invoices:

Although these courses are not chargeable a **£25** cancellation charge will be invoiced directly to your school/organisation if at least **7 working days** notice is not given.