



## COURSE BOOKING FORM

Candidate Name (give name, not initials)	
Course title and date(s)	
Organisation Name	
Organisation Address (including postcode)	
Correspondence address (If different to above)	
Job Title	
Telephone Number	Office: Mobile:
E-mail	
Home Postcode	
Gender	
Date of Birth	
Please indicate specific dietary requirements	
Do you consider yourself to have a disability?	If yes, please identify any specific arrangements you require.
Payment Details	<input type="checkbox"/> payment enclosed <input type="checkbox"/> please invoice me for the full amount <input type="checkbox"/> Please contact me to pay by credit card

If you have any queries regarding booking onto one of our courses then please don't hesitate to get in touch with us on 0800 345 7703.

Please complete and return to Globis Learning & Mediation Centre  
 By post: Unit 1 Wheatstone Court, Waterwells Business Park  
 Quedgeley, Gloucester GL2 2AQ  
 By email: [info@globis.co.uk](mailto:info@globis.co.uk)  
 By Fax: 0845 1305772



## **Terms and conditions**

- Full payment is required prior to the course commencing.
- Confirmation will be sent in writing with joining instructions.
- Cancellation: A fee of £75 will be charged if a booking is cancelled 20 or more days before a training course commencing.
- No refunds can be given to delegates with less than 25 days of the training commencing.
- Substitute delegates are welcome to attend in place of original delegates.
- Please confirm any cancellations in writing.

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