



APPLICATION FORM

Please return your form, with payment, as soon as possible to reserve a place on a course.
 Where a provisional booking has been made by telephone, application forms should be returned to guarantee the place(s). Please photocopy this form if booking more than 4 places.

Number of places required:	Course:
Date of course wish to attend:	

If course dates have not been confirmed we will add your details to the waiting list to be informed of future dates.

Name of attendee(s):	Date of Birth:	Mobile Phone

Company/Organisation:
Address:
Post code:
Telephone Number

Payment is required by cheque (payable to Herefordshire College of Technology) or cash with application in order to secure your place on the course. If a date has not been specified then the deadline for booking is 10 working days prior to commencement of the course.

An invoice can only be raised if a signed letter from your employer detailing purchase order information is attached to your application form.

Please Note: If you book a place on any course, we require at least 10 working days notice if you need to cancel. The full amount will be payable if notification of cancellation is not received within this time.

Contact: Tel (01432) 365591