

TRAINING BOOKING FORM

Please complete the form below and return to [kerry@youthinterventioncentre.com](mailto:kerry@youthinterventioncentre.com)

If you have any questions do let us know.

**Completing this form does not guarantee your attendance at the training session. Attendance at session is only finalised after receipt of payment and confirmation email.**

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| --- | --- |
| Course details: | |
| Name of chosen training course: |  |
| Date of chosen training course: |  |

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| --- | --- | --- | --- |
| Personal information: | | | |
| Forename: |  | Surname: |  |
| Contact number: |  | | |
| Email address: |  | | |
| Job title |  | | |
| Any other information we need to know? | e.g., allergies/mobility/learning needs? | | |

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| Housekeeping: | |
| Cancellations & COVID: | If you need to cancel your place, then a full refund will only be provided if five working days’ notice is given.  If you test positive for COVID please DO NOT attend your course. If this is within the 5-day cancellation period then we will work with you to come to an agreement e.g., moving to a different date/course, partial or full refund depending on our waiting list, whether we can fill your place etc. |
| Refreshments: | Tea, coffee & water will be available but please bring any other food or drink you require with you. |
| Accessibility: | Our offices are accessed via stairs, and we are at the top of a two-storey building. Unfortunately, there is no lift available. |

Please send this completed form to [kerry@youthinterventioncentre.com](mailto:kerry@youthinterventioncentre.com)

On receipt of this form, we will send an invoice to the details you have given above and provisionally book your place on the chosen course. Once payment is received, we will confirm your attendance on the course via email. If you have not received anything from us within five working days of the course date, then please do check your email spam or junk folders and contact us.

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*Your data will only be used to plan our training accordingly and to evidence your attendance. For further information please see our privacy policy available on our website.*