

GLOMAS Booking Form

(Please use a separate booking form for each course)

Contact details

Name and Organisation

Type of Organisation

Voluntary Statutory Commercial

Address

Post Code

Telephone

Email

Course and Date

Participants

Access

Please give details of any special requirements that will enable the above people to fully participate in the course

Payment

Cheque enclosed for £ made payable to Gloucestershire Money Advice Service

Please invoice

Signed

Signed:

Please return completed forms to: Training Administrator, Gloucestershire Money Advice Service, Sandford Park Offices, College Road, Cheltenham GL53 7HX

Terms and Conditions of Booking

1. All course fees are payable in advance of the course.
2. All invoices should be paid within one month of the date on the invoice.
3. Cancellations will only be accepted in exceptional circumstances and will be subject to a £20 administration fee.
4. No refunds will be given for cancellations within 28 days of the date of the course. If a participant withdraws, for whatever reason, less than 28 days before the commencement of the course, the fee will remain payable in full if the participant's organisation is unable to nominate another participant.
5. Courses may be cancelled for whatever reason and, in particular, if there are insufficient bookings to make a course viable. Bookings will either be transferred to the next available date or a full refund paid.
6. We reserve the right to change the venue of any course and/or the trainer from that described in our published literature.

Joining Instructions

All bookings will be acknowledged within 14 days of receipt. If you have not received an acknowledgement letter 14 days after posting your booking form then please contact the training administrator to confirm that it has been received.

Provided that there are sufficient participants to make the course viable, participants will receive a confirmation letter at least 14 days before the course starts. This will include Joining Instructions together with a map showing how to get to the training venue.

If you are booking within one month of the course date, please telephone the training administrator first to check availability.

Training courses usually run from 10.00 a.m. to 4.00 p.m., with tea and coffee available from 9.45 a.m. Half-day courses usually run from either 10.00 a.m. to 1.00 p.m. or from 1.00 p.m. to 4.00 p.m. Lunches are provided on some courses, please refer to course details. All courses are non-residential.