Course Booking Form

greenbank sports academy

Please fill in this form for your booking and post to:
Pete Wyman, FJF Dept, Greenbank College, Greenbank Lane, Liverpool L17 1AG or Fax 0151 280 2267

1. Course Booking

Please book me onto the following courses:

Course Title	Delegate Name	Delegate Title	Cost
		Total	

2. Access Requirements

Do you have any specific access requirements for the courses? ☐ Yes ☐ No

If yes, please give details

3. Contact Details

Main Contact

Name:

Job Title:

Organisation:

Address:

Postcode:

Telephone:

Mobile:

Email:

Card Billing Address

Name:

Job Title:

Organisation:

Address:

Postcode:

Telephone:

Mobile:

Email:

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4. Payment Details

Payment Method: ☐ Invoice ☐ Cheque enclosed* ☐ Credit/Debit Card

Card No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Issue No. (if valid) ☐☐

Valid from ☐☐☐☐ Expiry Date ☐☐☐☐

Please quote the last 3 digits of your security number on the back of the card ☐☐☐

Card Holder's Signature

*Please make cheques payable to "Greenbank"

5. Confirmation

Please sign and date to confirm you agree with the terms and conditions and to authorise your booking.

Signature Date / /

Terms and Conditions

Making a Booking

You can make your booking by post to:
Pete Wyman, FJF Dept, Greenbank College, Greenbank Lane, Liverpool L17 1AG
or Fax 0151 280 2267

Payment

Payment must be made in full no later than 7 working days prior to the start of the course. Once your booking is received and unless we receive cancellation in writing prior to the course, you will be liable to pay the full fee according to our stated terms.

Substituting Delegates

If you wish to transfer a place on a course to another delegate the first change is free and thereafter there will be a 10% administration charge.

Cancelling Courses

The following charges will apply if you wish to cancel a course:
21+ working days prior to the event - 10%
1-20 working days prior to the even - 100%
Non attedance on the day - 100%

Cancellations must be received in writing or via email to info@greenbank-project.org.uk and must contain full booking details including organisation name, booking and delegate contact details.

Verbal cancellations will not be accepted. Greenbank reserves the right to cancel a course 21 working days prior to the course date - Greenbank is unable to accept responsibility for any costs incurred.

The request for cancellations and substitution of delegates must be received in writing or via email to: info@greenbank-project.org.uk

IMPORTANT - DATA PROTECTION

Greenbank collects and processes information about course delegates. The Data Protection Act 1998 requires Greenbank obtain your agreement before this can be done. In signing this form you are giving consent for your personal and sensitive information to be processed under the rules and safeguards laid down by the 1998 Act. Greenbank has procedures in place to ensure that all information held about you will be dealt with confidentially, held securely and only processed in accordance with Greenbank's notification to the Information Commissioner, who administers the Act.