

Course Booking Form

Enhancing Skills in Television Film and Convergent Media

Please complete this form and return to VET. **Bookings** must be made in writing. Places cannot be confirmed unless the booking is accompanied by a deposit of 50% of the course fee. **Full settlement** must be made **three** working days prior to commencement of training. Please print clearly in block capitals using black ink.

Please make cheques payable to VET



Contact _____ Trainee _____

Organisation _____

Invoicing address _____ Address for joining instructions if different _____

Postcode _____ Official order no. _____

Telephone _____ Mobile _____

Facsimile _____ Email _____

Course date	Course name	Fee £
Please add VAT to the course fee		VAT @ 17.5%
We accept payment by cash, cheque, debit or credit card. Card payment details to be completed overleaf. No surcharge applies to debit card payments. Please add 3% to the total fee including VAT if paying by credit card. Cheques payable to VET.		Total
		Plus 3% credit card surcharge

For Office Use _____

Job number _____ Confirmation _____ Payment _____

Course reference _____ Joining instructions _____

Invoice number _____ Pro-forma _____

VET Terms and Conditions

- 1 **Bookings** must be made in writing. Places cannot be confirmed unless the booking is accompanied by a deposit of 50% of the course fee. **Full settlement** must be made **three** working days prior to commencement of training. In cases where funding is provided the deposit is the **full amount** of the payment to be made by the client.
- 2 VET will send confirmation of booking and invoices upon receipt of the deposit. Joining instructions will be sent directly to the trainee nearer the date of the course.
- 3 VET reserves the right to cancel courses at any time and to transfer confirmed bookings to **rescheduled** dates. Clients unable to attend the rescheduled course will be entitled to a refund. In the event of client cancellation notice received less than seven working days prior to commencement of training VET reserves the right to impose a 50% **cancellation fee**. When notification is less than 3 days the cancellation fee is 100% of the full course fee.

Signature

Date

The following information will help us assess individual requirements

Name of trainee

Previous experience

Any previous relevant training

Special interests and how the trainee intends to use the skills gained from the course

How did you hear about VET training?

Please charge to my credit card

Mastercard American Express Visa Maestro Solo Delta

Card number

Valid from date

Expiry date

Issue number

Security code

Name (as it appears on card)

Card holder's address

