



Bournemouth Law School, Bournemouth University Booking Form for Professional Skills Course (PSC)

Section 1 Delegate Details			
Delegate name:	Course name	Date	Fee payable (£)
Total Fee Payable			£
Delegate email address:		Date training contract commenced:	

Section 2 Company Details			
Name of Contact:	Title:	Forename(s):	Surname:
		Position:	
Firm Name:			
Firm Address:			
Postcode:			
e-mail address:			
Telephone No:			Fax No:
Please enclose a crossed cheque made payable to 'SEEL Ltd'		<i>For BU office use only:</i> A/c Code: 1230 Activity Code: BAG002S	

Section 3 Credit Card Details (Complete if applicable):			
Card Type & Number:			
Valid from:	Expiry date:	Switch Issue No:	
Cardholder Details:	Name:	Address:	
		Postcode:	
Signature:			Date:

Section 4 Please fax, post or e-mail your completed form (and cheque if applicable) to:	
Helen Blanchett, Knowledge Transfer Administrator, Institute of Business & Law, Bournemouth House, 19 Christchurch Road, Bournemouth, BH1 3LH	Tel: (01202) 967306 Fax: (01202) 298321 e-mail: hblanche@bournemouth.ac.uk

Terms and Conditions of Booking

- The fee for each short course covers all written materials. Delegates are responsible for making and paying for, their own travel and accommodation arrangements.
- Bournemouth University reserves the right to refuse entry to a course for delegates who have not pre-registered and paid the full course fee by the course booking deadline.
- Bournemouth University and Simon Coath Consultancy make every effort to ensure that the course promotional material describes accurately the actual course content, and reserve the right to change the course content without prior notification, in line with a policy of continuous improvement.
- All training materials used during the courses, including course notes and overheads, are the copyright of Simon Coath Consultancy, and may not be reproduced in any way without their express written permission.
- Bournemouth University reserves the right to cancel any course, in which case all course fees paid will be refunded.
- Anyone needing to retake any part of any course will be charged the appropriate fee.