



London Business College Vocational Course Booking Form

Post this form with your payment to: London Business College, Royal Sovereign House, 40 Beresford Street, London SE18 6BF

Course: _____ Code: _____ Fee: _____

Personal Information

Title	First Name	Surname	Telephone

Job Title	Organisation	Address

Do you have any special access requirements? Yes / No

Do you have any special dietary requirements? Yes / No

Who is funding this course? Yourself / Organisation / Other

If you wish to be invoiced please contact the College Training Manager.

Please make your cheque payable to London Business College and allow 10 days for the cheque to clear.

Paying by cash must be done by visiting reception where a receipt can be issued.

If you wish to pay by Bank Transfer please contact the College first.

Additional Information

How did you hear about the course?

Search Engine

Advertising

Editorial

Word of Mouth

Recommendation

In accordance with the Data Protection, we are required to inform you that your details will be retained and held on file for administrative purposes by London Business College. Please be assured that we will not pass on this information to any other organisation unless we have your consent.
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Signature: _____ Date: _____

London Business College

Booking Conditions For Vocational Courses

How to book a course

Fill in the booking form and hand to reception. Shortly after a confirmation letter will be sent out.

Payment terms

Payment is required by cheque, bank transfer or in cash and this must accompany the signed booking form. We reserve the right to re-allocate the place to another delegate if payment is not received with the booking.

Transferring to another course

If you wish to change your mind and transfer to another course your request must be received, in writing or by email to admin@lbcollege.ac at least 14 days before the original course start date. If your new choice is not available or fully booked we will try our best to put you on the next available course. If this is not possible the conditions relating to cancellation shown below will apply.

Cancellation

If you need to cancel your booking your cancellation must be received, in writing or by email to admin@lbcollege.ac at least 14 days before the event. If payment has been made a refund will be arranged. Please note below the following administrative charges will also apply:

More than 4 weeks before the course start date:	Full refund or transfer to another course at no extra cost
2 weeks before the course start date:	50% of the course fee refundable or a free transfer to another available course
Less than 2 weeks before the course start date:	No refund

Please ring the office as soon as you need to alter your booking.

Staggered payment options can be considered in some circumstances. Please ring us to discuss.

Changes to Course

It may be necessary for reasons beyond our control to change the course start date, the content of the course or the trainer. In this unlikely event we will give you as much notice as possible of any changes as we can. If a course has to be completely cancelled, we will automatically make a full refund and disclaim any further liability.

Course Timings

Courses usually start at 9.30am and finish at approximately 4.30pm. Coffee breaks are provided mid morning and mid afternoon. Lunch is for an hour. Lunch and refreshments are not provided for all courses. Please enquire about your particular course. Please let the office know if you have any dietary needs.