



Continuing Professional Development - *Enrolment form*

Name		
Address		
Telephone		
Fax		
Email		
Where trained		
Date trained		
Course name	Course date	Course cost

TOTAL COST DUE: _____

Payment method – Cheque/Credit Card/Cash (please circle)

Card type – Visa/Mastercard/Switch

Card number ____/____/____/____ **Expiry Date:** ____/____/____

Start Date ____/____/____ **Issue number** ____ **Security Code:** ____/____/____

Please tell us how you found out about our courses: _____

Please read the terms and conditions below -

Booking a course

Courses can be booked by filling in the application form. Provisional bookings can be made by phone (Mon-Fri 8.30am – 5.15pm) or by email to courses@penny-price.com. These bookings must be confirmed by payment of a deposit and copies of relevant qualifications.

All bookings will be acknowledged by post or email, with directions and accommodation details if requested. Start and end times of courses, lunch arrangements and other details will be in the letter of acceptance.

- The deposit is 50% of the full course fee, payable on booking the course
- The full balance is due 14 days before the course date.

Cancellation Policy

If you are unable to attend a course for any reason, the following will apply:

- Cancellations giving over 14 days notice will receive a refund or be transferred to another course less a £10 cancellation administration fee
- Cancellation within 14 days will automatically forfeit the 50% deposit
- Non attendees on the day of the course will lose the full value of the course.
- If the Academy cancels a course, the fees will be refunded or the students transferred to a new date with no penalties

Your signature and date _____

Thank you for your custom. We wish you every success with your studies.

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