



## Access/Dietary Requirements

So that we can help you appropriately, please let us know if you have any particular access or dietary requirements.

Access

Dietary

Access

  

## How did you hear about our training programme?

Please state

Do you require a receipted invoice? Yes  No

Please ensure you have read the terms and conditions below before completing this form. You can visit [www.cvsfalkirk.org.uk/training](http://www.cvsfalkirk.org.uk/training) for up to date session information. We recommend that you retain a copy of this form for your own records.

Signed

Date

## Terms and Conditions

### Submitting your booking

Please send your booking form(s) to the address at the bottom of this form. You need to ensure that we receive your booking form before the closing date for the session(s). For most sessions this is two full weeks prior to the date of the session. Some sessions have earlier closing dates – please check individual session details.

### Payment

Payment can be made by cheque (payable to CVS Falkirk and District), or through BACS (please phone 01324 692000 for BACS details). We can send a receipted invoice on request. If paying by cheque you must include the cheque with your booking form. Your place may not be reserved until full payment has been received.

### Costs: Members

£20 per person for half-day sessions.  
£45 per person for full-day sessions.

### Costs: Non-Members

£30 per person for half-day sessions.  
£65 per person for full-day sessions.

### Discounts for Members and Non-Members

Book four sessions and pay for only three, or, if four people from your organisation are attending the same session, pay for only three participants.

### Membership

Community groups, voluntary organisations and social enterprises are able to join the CVS at no cost. To find out more please visit [www.cvsfalkirk.org.uk/join](http://www.cvsfalkirk.org.uk/join)

### Confirmation of booking

We will send confirmation on receipt of your booking and payment. We will also send, in advance of the session, details of the session including venue, times, any recommended pre-reading, a map and directions to the venue.

### Cancellations

We regret that we cannot refund any fees for cancellations received within 7 working days of the session date. Cancellations received more than 7 working days in advance will receive a refund less a £5.00 administration charge. Cancellations must be received in writing before the closing date to avoid post-closing date cancellation fees. If you are unable to attend then another person from your organisation can attend in your place – but you must contact our office in advance of the session date and give details of the substitution. Courses are subject to cancellation if there are insufficient bookings to make a course viable. We will endeavour to give two weeks notice where possible.

