

Training Registration Form

Course Title	Course Date

Payment must be made in full on application.

If your employer is paying, you must provide us with a purchase order number in order to secure your place. Please complete all sections and return the form to Alice Hollingdale by email at alice.hollingdale@adoptionplus.co.uk or by post with your full payment to the address below.

Name	
Job Title	
Organisation	
Telephone	
Email	
Any special requirements	
Where did you hear about this event?	

Price	
VAT at 20%	
Total Payable	

Address for receipt/invoice

Please provide the name of the person/ organisation making payment

Total Price		Name
Address		
Email		
PO number		

Training Course Cancellation Policy

Substitutions are welcome up until the date of the course.

Adoptionplus reserves the right to levy the following charges in the event of cancellation:

- More than six weeks prior to the event – 25% of the fee
- Between four and six weeks prior to the event – 50% of the fee
- Cancellations less than four weeks before the date of the event are non-refundable

Tick to confirm you have read and understood the cancellation policy



I confirm that I have the authority of my employer to incur this expenditure. I understand that invoices must be must be paid before my place is confirmed.

Signed _____ **Date** _____

Payment Methods

By Credit Card:

Name as it appears on the card:			
Card number:			
Start date MM/YY:		Expiry date MM/YY:	
CVV Code:			

Alternatively you can call [Alice](tel:01908218251) on [01908 218251](tel:01908218251) with your card details.

By Bacs:

Our bank details are:

Bank name: NatWest
Sort Code: 60-01-16
Account Number: 45106762

By Post:

Please send a cheque with your completed order form, made payable to:

Adoptionplus
Unit 8, Moulsoe Business Centre
Cranfield Road
Moulsoe
Newport Pagnell
MK16 0FJ

Please email your remittance advice to alice.hollingdale@adoptionplus.co.uk. Details should include name of attendee, telephone number, date and amount.