**Booking Form**

**Leadership Training for Volunteers**

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| **Name** | **Customer** **or Officer** | **Region** **(NW or NE or YH)** | **Date****(or state all 4)** |
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| This is a word document, so please feel free to add here for more rows/names/courses for the combinations of courses you would like to attend |

**Invoice details**

Contact Name:

Organisation & Address:

Postcode: Invoice Tel:

Invoice Email: Order No (if req):

Is Your Organisation a Member of Scrutiny.net? Yes No

To help us prepare, please tell us why you are interested in this course?

Please give your other suggestions for other training courses you would like us to run and where.

Do you have any special dietary or other needs? (Please state details below) Yes No

**How to book** - Decide on the course(s) you want to attend and fill in the booking form. Post it or email it to us. We will send you further information approx. 7 days before the course.

**Please return your form to: Yvonne Davies, Managing Director, Scrutiny and Empowerment Limited, 11 Hope Place, Liverpool, L1 9BG or Yvonne@tenantadvisor.net**

**Cancellation Policy** - All cancellation must be made in writing. If you cancel your place:

* More than 28 working days before the course we will charge you an admin fee of £30 + VAT
* Less than 28 working days you will incur the full cost

****If you are unable to attend you can send a substitute delegate at no extra cost.

Once we have received you cancellation we will forward you a confirmation detailing what you will be charged.

We aim to make sure that the courses run as planned. However there may be times when due to circumstances beyond our control, we have to cancel the course. Should this be the case we will give you as much notice as possible. If you have already paid for the cancelled course we will give you a full refund. Should we run the course again we will give you priority. Unfortunately, we are unable to reimburse any expenses.