

# Exeter Diocese CPD Events Booking Form



<b>Course Title</b>	
<b>Course date and venue</b>	
<b>Name of Delegate/s</b>	
<b>Position in School e.g. Head, Governor etc.</b>	
<b>School Name</b>	
<b>Email address for delegate(s)</b>	
<b>Phone number For delegate(s)</b>	
<b>Full Address For invoicing, (school address unless paying for yourself!)</b>	
<b>Special Dietary Requirements?</b>	
<b>Any other special requirements?</b>	
<b>Cost per delegate</b>	
<b>Total cost to be invoiced to school</b>	

We respectfully draw your attention to the following **Terms and Conditions**.

1. Please note that bookings for this event will be on a first come first served basis.
2. Please confirm special dietary requirements at time of booking.
3. A programme and information will be sent 7 days prior to the event.
4. CANCELLATION - In the event of cancellation, and if no other delegate can be sent as a replacement, the school may be liable to a cancellation charge (100% if cancelling within one week of an event, subject to terms and conditions of venue).
5. Most courses will have a minimum number of participants required to make the course viable. In the event of the Diocese cancelling the course, a full refund will apply.
6. Booking deadline is 7 days prior to the event.

Completed forms to be emailed to [educationevents@exeter.anglican.org](mailto:educationevents@exeter.anglican.org) or posted to Events, Exeter Diocese Board of Education, Education Office, The Old Deanery, The Cloisters, Exeter, EX1 1HS. Tele Number: 01392 294921.

# **BOOKING INFORMATION**

## **BOOKING A PLACE ON THE COURSE**

To request a place on any of our courses, please send your full contact details on one of our booking forms by post or via email. Forms are also available to download via our website <http://exeter.anglican.org/schools/resources/>

On our Booking Forms we ask for a contact email and telephone number and will use these to send you details about the course you are booked onto including any relevant materials which will help you prepare. We will also use these details should we need to make significant changes or cancel the event at very short notice. If you are a Foundation Governor or Director, these are likely to be details supplied to the Diocesan Board of Education or Exeter Diocesan Education Network for your appointment. If you do not want to supply your own personal contact details please liaise with the school Administrator or Clerk before submitting this booking form.

Please ensure we are aware of any special requirements you may need on the day e.g. specific dietary requests, disabled access, etc., and we will do our best to ensure all your needs are met. This information, when supplied will not prejudice anyone booking onto our courses and this information will not be retained by us. If you do not wish to include this information on your booking form please contact the Events Administrator directly.

None of the information provided on this form will be passed to a third party.

Once you have submitted your booking form, we will e-mail you confirmation that you are accepted on to the course of your choice (unless the course is fully booked). Please note the Events Administrator is a part-time post, term time only, so you may experience a short delay before receiving a response.

A reminder will be emailed approximately one week before the course, together with any other relevant information.

## **PAYMENT**

Invoices for Course fees are issued from a week prior to the event.

## **CANCELLATIONS**

While we understand that delegates sometimes have to withdraw at a late stage, we would be grateful if those who have to cancel would inform us immediately if they cannot attend.

We regret that when such late cancellations occur, it may be necessary to make an administration charge and recoup any costs incurred as part of a cancellation fee (this will depend on the nature of the course and the costs incurred). A cancellation fee of 100% will be made if cancelling within one week of an event, subject to the terms and conditions of the venue.

Most courses will have a **minimum number of participants required** to make the course viable, therefore **bookings will close 7 days prior** in order for a weeks notice to be given in the event of cancellation.

## **REFRESHMENTS**

The Course fees include refreshments on arrival and at any breaks. Where stated, lunch will be provided, usually as a sandwich buffet selection.

## **ANY QUESTIONS?**

Contact: our Events Administrator Fran Bradley ([educationevents@exeter.anglican.org](mailto:educationevents@exeter.anglican.org)),  
Diocesan Board of Education, The Old Deanery, Exeter EX1 1HS.  
Tel: 01392 294921.

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If you would like a printed copy of the Data Protection Policy or Privacy Notice please do not hesitate to contact the Diocesan Education Office.