



Training Booking Form

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|------------------------------------|-----------------------|-------------------------|--|
| Company / Organisation Name | | | |
| Registered Address | | | |
| Telephone Number | | | |
| Email Address | | | |
| Company Registration Number | | | |
| Name of Person Requesting Training | | | |
| Course Title | Preferred Date | No. of Delegates | |
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| Notes / Special Requirement | | | |
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Authorisation for Training

Name:

Signature:

Date:

Please return the completed Training Request Form to nigel@leedersafeguarding.org.uk

Once your signed Training Request Form has been received, we will contact you within 48 hours to discuss your requirements. Once your training has been agreed, you will be invoiced, invoices must be paid in full prior to any training being delivered.

Cancellation / Refund Policy

We are confident that you will find all Leeder Safeguarding training, resources and services of the highest possible quality. Cancellations made 7 days or more in advance of the event date, will receive a 100% refund. Cancellations made within 3-6 days of the event will incur a 50% fee. Cancellations made within 48 hours of the event will not be refunded.