



Booking Form

Please write in **BLOCK CAPITALS**. If you are applying for more than one programme, please photocopy this form and use a separate form for each programme. Please read **Conditions of booking** on the reverse of this form and contact us if necessary.

Programme details	
Title	<input type="text"/>
Code	<input type="text"/> Price £ <input type="text"/>
Date <i>(1st choice)</i>	<input type="text"/>
Date <i>(2nd choice)</i>	<input type="text"/>
Waiting list	<input type="text"/> <i>(please insert alternative dates if applicable)</i>
Location <i>(please tick one)</i>	Sunningdale <input type="checkbox"/> London <input type="checkbox"/> Scotland <input type="checkbox"/> Elsewhere <input type="checkbox"/>

Your details	
Title <i>(please circle)</i>	Mr Mrs Miss Ms Dr Other
Surname	<input type="text"/>
Forenames <i>(in full)</i>	<input type="text"/>
Date of birth	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> <i>(for our use only as a unique identifier)</i>
Present level of responsibility <i>(please tick)</i>	Administrative <input type="checkbox"/> Senior management <input type="checkbox"/> First-line management <input type="checkbox"/> Senior Civil Service <input type="checkbox"/> Middle management <input type="checkbox"/> Fast Stream <input type="checkbox"/>
Job title	<input type="text"/>
Organisation	<input type="text"/>
Phone number	<input type="text"/> <i>(including gtn or national code)</i>
Fax number	<input type="text"/> <i>(including gtn or national code)</i>
Email	<input type="text"/>
Business address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>

Independent equal access	I have a disability <input type="checkbox"/> <i>(please tick, if applicable)</i> Please contact me to discuss my requirements
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For our use only	
Booking date:	<input type="text"/>
Booking number:	<input type="text"/>
Name:	<input type="text"/>

Payment authorisation	
To be filled in by your training officer or the person who holds your training budget.	
We will not accept booking forms unless they have been authorised for payment.	
I confirm the programme fee will be paid by the employing organisation.	
Title <i>(please circle)</i>	Mr Mrs Miss Ms Dr Other
Surname	<input type="text"/>
Forenames <i>(in full)</i>	<input type="text"/>
Signature	<input type="text"/> Date <input type="text"/>
Organisation	<input type="text"/>
Job title	<input type="text"/>
Phone number	<input type="text"/> <i>(including gtn or national code)</i>
Your address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Name and address for invoice	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Contact name	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>

Your customer reference or purchase order number
<i>If your organisation requires a reference or purchase order number, please include it here. Failing to do so could result in your application being delayed or cancelled.</i>
<input type="text"/>

How to book	
	You can book online at: nationalschool.gov.uk/[insert programme code]
	You can reserve a place on any programme by phoning: +44 (0)1344 634 628, gtn 3803 4628
If you have made a phone reservation, please record your booking number here. <input type="text"/>	
To guarantee your place, we need to receive your completed booking form within ten working days from the date you make the reservation.	
If we do not receive your booking form, you may lose your booking.	
	You may fax this form to us on: +44 (0)1344 634 091, gtn 3803 4091
	Or you may post this form to us at: National School of Government, Booking Office, Sunningdale Park, Larch Avenue, Ascot SL5 0QE

Conditions of Booking

- We will not accept booking forms unless they have been authorised for payment.
 - When we have accepted the booking on this form, you are liable for the relevant programme fee or cancellation charge.
 - If we confirm a place on your 2nd-choice programme date given on the form, we will consider this as a firm booking and these conditions will apply.
 - We will confirm telephone reservations only after receiving a booking form that is authorised for payment. We must receive this within ten working days from the date you make the reservation to guarantee the place. You must also record the temporary booking number we give you on the front of the booking form in the space provided.
 - If you withdraw from a confirmed booking and your place is not taken by someone else from your organisation when you withdraw, you must pay a cancellation fee.
- Unless otherwise stated against an entry for a programme or event, these fees are:

Notice of cancellation or transfer	Percentage of programme price charged
<i>Number of days/weeks before programme is due to start</i>	
Top Management Programme	
3 – 12 weeks	60%
Within 3 weeks of start date	100%
All other Programmes	
29 days or more	10%
15 to 28 days	50%
1 to 14 days	90%
On the start date or later	100%

(We include weekends in the above calculations)

- We can issue invoices for advanced payment if you ask us to. Cheques and payable orders should be made payable to National School of Government and we will send you an invoice acknowledging payment within one week. Otherwise we normally despatch invoices within a month following the programme start date.
- We reserve the right to alter prices from those published.
- We reserve the right to run programmes at a different venue from the one specified, when necessary. If this is the case we will tell you as soon as possible and provide you with information about accommodation, travel directions and so on.
- We reserve the right to change the details of the programmes without notice. Where circumstances force us to cancel a programme, our liability will be limited to refunding any fees paid for that particular programme. We are not liable for any other loss incurred by you.
- Please follow your internal procedures when applying for programmes.

Independent equal access

- If you indicate on the booking form that you have any requirements due to a disability or any other reason, we will contact you at least six weeks before the programme starts to discuss your residential requirements and any other programme requirements.
- You can contact our Disability Officer: Karen York on 01344 634 715, gtn 3803 4715 or email karen.york@nationalschool.gsi.gov.uk

Nursery places

- If you need to bring a young child to Sunningdale Park, you must contact Residential Services on 01344 634 846, gtn 3803 4846, before booking your programme to check that nursery places are available. There will be an additional charge for a nursery place, payable directly to the nursery.

Photography

- Photographs may be taken at our events/ courses for use in future National School of Government material. If you do not wish to be photographed please make yourself known to the photographer at the time.

Privacy and data protection

- We do not sell, trade or rent your personal information to others. We will add your details to our database to process your booking and so that we can keep you up to date with relevant details of our services.
- If you do not want to receive any further information from us by post, phone or email, please contact us at customer.services@nationalschool.gsi.gov.uk or call 01344 634 524, gtn 3803 4524.

