

# CPD Booking Form

To book courses with us, please return the booking form to [cpd@bptsa.worcs.sch.uk](mailto:cpd@bptsa.worcs.sch.uk)

School name:

Tick:  LA maintained  Academy  
 Free school  Independent

School address:

Invoice address:

Postcode:

Postcode:

Cost centre code for Worcestershire Schools:

Project code:

Cost centre:

Email:

Telephone:

The information you provide in this form will be used solely for processing your course booking. If you wish us to retain your email address to contact you about future BPTSA professional development opportunities, please tick this box.

## Booking details

School contact:

Job title:

Authorised signature:

Email:

Telephone:

Course title:

Cost per delegate £ :

Cost per additional delegate: £ :

Date(s) of course 1. 2. 3. 4. 5.

Delegate name: (1)

Job title:

Email:

Dietary / other requirements:

Telephone:

Delegate name: (2)

Job title:

Email:

Dietary / other requirements:

Telephone:

**Cancellation Policy** All course sessions require a minimum number of delegates for delivery and we reserve the right to alter dates or cancel the course should the minimum number not apply. In the event that the course has to be cancelled we aim to give a minimum of 7 working days' notice. Cancellation of any booking must be received in writing with a minimum of 14 working days prior to the course start date to ensure course fees are not liable for payment. Cancellations up to 7 working days will incur a 50% charge. Cancellations received after this time will incur a charge of 100% of the course fee. Course fees will be charged for delegate(s) who do not arrive for the course for which a place has been booked and written cancellation has not been received as outlined above. Should a delegate be unable to attend the course, another delegate may attend in their place. All delegates will be required to sign the course register on arrival.

Bromsgrove Primary Teaching School Alliance Tel: 0121 445 6586 General email: [office@bptsa.worcs.sch.uk](mailto:office@bptsa.worcs.sch.uk)