**Booking Form for CPD**

|  |  |
| --- | --- |
| **School**  |  |
| **Telephone number/ Email contact** |  |
| **Name(s) of attendee(s)** |  |
| **Training Title** |  |
| **Training Date** |  |
| **Signature** |  |
| **Purchase Order Number** |  |
| **Dietary Requirements** |  |

Please return to: rebecca.humphreys@thelink.academy

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***Terms & Conditions***

* ***Payment***

*The training sum is payable within 30 days of issue of a valid invoice.*

*All cheques should be made payable to: The Link Academy Trust, or via BACS: 42126168*

*30.98.69, Lloyds Bank.*

* ***Cancellation - by Customer***

*The signature above confirms that these places are now formally booked and in the event of customer cancellation (through any event, including illness), payment must still be made.*

 ***- by Inclusion Hub***

*In the event that the consultant(s) contracted to provide the service is unavailable for any reason, The Inclusion Hub will endeavour to offer an alternative consultant. If this is not possible, the Service shall be cancelled. If the training costs have already been paid by the Customer, The Inclusion Hub will reimburse for the full amount. The Inclusion Hub shall have no liability for any other direct or indirect costs of the Customer related to cancellation.*

* ***Complaints***

*The Inclusion Hub upholds the highest standards and integrity in all aspects of delivery. Should the Customer have any complaint or dispute about any aspect of the service, this will be fully investigated. This should be notified in the*

*first instance to Inclusion Hub Manager, Bearnes Primary School, Queen Street, Newton Abbot, DEVON, TQ12 2AU.*