

Services to Business Booking Form

Please complete and return this form to Services to Business, West Suffolk College, Out Risbygate, Bury St Edmunds, Suffolk, IP33 3RL. For further details – Telephone: 01284 716246 Fax: 01284 750561 E-mail: s2b@wsc.ac.uk **To guarantee your place, please remember to include payment.**

Correspondence Address and Contact Details

Contact (Mr/Mrs/Miss/Ms etc)

Position in Company (if applicable) Nature of Business

Total Number of Employees Website

Company Name

Address

..... Postcode

Telephone Mobile Telephone

Fax E-mail

Details of Each Delegate and Course

Surname	Forename	Mr/ Mrs/ Miss etc.	Date of Birth *	Course Title and Date(s)	Course Fee (£)

*Please note that we cannot process your booking unless a date of birth is given. Thank you.

Payment Options *(Please complete as appropriate.)*

- I enclose a cheque for £..... made payable to 'West Suffolk College'.
 - Please debit my credit/ debit card for £.....
(We are unable to accept payments by Solo, Electron or American Express.)
Card Number: _____ Switch Issue No.
Valid From Expiry Date Security No
 - Please invoice my Company *(Please note that we may not be able to raise an invoice if a booking is made less than 2 weeks before the course as payment is required before the start date.)*
- I have read and agree with the course booking terms and conditions stated below (please tick)

Signature: Date:

Data Protection

The college collects information about all our staff and students for various administrative, academic and health and safety reasons. Because of the Data Protection Act 1998, we need your consent before we can do this. Since we cannot operate the College effectively without processing information about you, we need you to sign the following consent to process clause. If you do not do so, we will be unable to offer you a course place, and may withdraw any offer already made. If you require any further information about this, please contact the Services to Business Office. Information submitted will be treated as confidential. By signing this form you are agreeing to West Suffolk College processing personal data contained in this form, or other data which the College may obtain from you or other people, whilst you agree to West Suffolk College processing personal data contained in this form, or other data which the College may obtain from you or other people, whilst you are a delegate. You agree to the processing of such data for any purposes connected with your studies or your health and safety whilst on the premises or for any other legitimate reason.

Course Booking Terms and Conditions

We cannot guarantee a place on a course unless the booking form is accompanied by payment in full. In the event of cancellation by the client not less than 10 (ten) working days before commencement of the course the client will be entitled to a refund of 80% of the course fee, 20% will be deducted for administration costs. A cancellation within 10 days of commencement will result in no refund to the client. The college may at any time cancel a course but will endeavour to advise the client with a reasonable period of notice. Any fees paid will be refunded in full under these circumstances. The extent of liability by the College will not exceed the fee paid by the client. Ownership of the copyright in all course material and documents issued remains vested in the College and may only be used by delegates for their personal use. The said material and documents shall not be copied, given, sold, assigned or otherwise transferred in whole or part to any third party without the express written consent of the College. The signature on the booking form is deemed to be full acceptance of the aforementioned Course Booking Terms and Conditions.
West Suffolk College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provisions will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.