**Online Training Booking Form**

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| **Course Title** |  | | |
| **Course Date/s** |  | **Course Fee** |  |

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| --- | --- | --- | --- |
| **Name** |  | | |
| **Job Title** |  | | |
| **Organisation** |  | | |
| **Address** |  | | |
|  | | |
| **Town/City** |  | **Postcode** |  |
| **Email** |  | | |
| **Telephone** |  | | |
| **Purchase Order No.** |  | | |
| **Important information:**  **An email address for the attendee must be provided. ARC will send out an email inviting the attendee to the session prior to the date of the training session.**  **IT requirements:**   * **Laptop, PC or large format tablet with audio and video functionality. Mobile phones are not suitable for this training session. One attendee per device to meet COVID-19 guidance.** * **Internet access.** * **Zoom account and software.** | | | |
|  | | | |
| **Line Manager** |  | | |
| **Line Manager Email** |  | | |

I am an ARC member  I am not a member of ARC

**PAYMENT**

BACS payment: ‘ARC Ltd’ | Sort Code: 30-97-51 | Account number: 48328660

Please invoice to: (if different)

Please return completed booking form to:

🖰 [bookings@arcuk.org.uk](mailto:bookings@arcuk.org.uk)

**Cancellation charges will apply.** For any queries or additional information, please email bookings@arcuk.org.uk

**Please note:** Your email address will be automatically added to our distribution list where we will keep you up to date with future training and events.  At any time you can remove yourself from this by either emailing [contact.us@arcuk.org.uk](mailto:contact.us@arcuk.org.uk) or clicking the unsubscribe option found at the bottom of our marketing emails. Alternatively, you may opt out now by ticking here

**BOOKING ARRANGEMENTS & CANCELLATION CHARGES**

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| --- | --- |
| Booking arrangements | Places can only be secured by completing this booking form, additional copies of which are available by emailing bookings@arcuk.org.uk  Tel: 01246 555043 (Please leave a message and we will call you back)  Email: contact.us@arcuk.org.uk  Places will be allocated on a *first come, first served basis,* so early booking is advisable*.* |
| Payment | An invoice will be issued and payment can be made with by cheque or BACS payment. Payments payable to ‘ARC Ltd’  Sort Code: 30-97-51 | Account number: 48328660 |
| Your cancellation charges | If you are unable to attend the course you are booked on, you may substitute, **by prior arrangement and after notifying us**, someone else from your organisation.  If you are unable to attend, and not in a position to transfer your place to another person then the following charges will apply:  **Cancellation charges - training courses**  3-8 weeks’ notice: 25% of fee  1-3 weeks’ notice: 75% of fee  Less than 1 week’s notice: 100% of fee  **Please note that full payment is required for non-attendance on a booking that has been transferred.** |
| ARC’s cancellation | ARC England events and courses are periodically updated and while we endeavour to deliver the courses as advertised there may inevitably be occasions where we have to change content without prior notice or, in exceptional circumstances, to cancel an event.  In the case of a course cancellation delegates will either be offered an alternative date, a credit note or a full refund. |
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