

## Online Training Booking Form 2024



<b>Course Title</b>			
<b>Course Date/s</b>		<b>Course Fee</b>	
<b>Venue:</b>			
<b>Promotional Code:</b>			

<b>Name</b>			
<b>Job Title</b>			
<b>Organisation</b>			
<b>Address</b>			
<b>Town/City</b>		<b>Postcode</b>	
<b>Email</b>			
<b>Telephone</b>			
How did you hear about this workshop? Google search <input type="checkbox"/> ARC England email <input type="checkbox"/> Word of mouth <input type="checkbox"/> Choice Forum <input type="checkbox"/> Social media <input type="checkbox"/> ARC England website <input type="checkbox"/> Previously attended an ARC England course <input type="checkbox"/>			
<b>Purchase Order No.</b>			
<b>Invoice email</b>			

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](mailto: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

<p>Booking arrangements</p>	<p>Places can only be secured by completing this booking form, additional copies of which are available by emailing <a href="mailto:bookings@arcuk.org.uk">bookings@arcuk.org.uk</a></p> <p>Tel: 01246 555043 (Please leave a message and we will call back)</p> <p>Email: <a href="mailto:bookings@arcuk.org.uk">bookings@arcuk.org.uk</a></p> <p>Places will be allocated on a <i>first come, first served basis</i>, so early booking is advisable.</p>
<p>Payment</p>	<p>An invoice will be issued and payment can be made with by cheque or BACS payment. Payments payable to 'ARC Ltd'  <b>Sort Code: 30-97-51   Account number: 48328660</b></p>
<p>Your cancellation charges</p>	<p>If you are unable to attend the course you are booked on, you may substitute, <b>by prior arrangement and after notifying us</b>, someone else from your organisation.</p> <p>If you are unable to attend, and not in a position to transfer your place to another person then the following charges will apply:</p> <p><b>Cancellation charges - training courses</b></p> <p>3-8 weeks' notice: 25% of fee          1-3 weeks' notice: 75% of fee          Less than 1 week's notice: 100% of fee</p> <p><b>Please note that full payment is required for non-attendance on a booking that has been transferred.</b></p>
<p>ARC's cancellation</p>	<p>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.</p> <p>In the case of a course cancellation delegates will either be offered an alternative date, a credit note or a full refund.</p>
<p><b>Copyright of materials</b></p>	<p><b>Please note that materials used during training sessions are copyrighted and cannot be copied/duplicated without the expressed permission of the owner be that ARC or the trainer.</b></p>