Short Course Booking Form

School of Design, Engineering & Computing

Course Details (all course details, can be found at **www.bournemouth.ac.uk/courses)**	
Name of Course you wish to attend:	
On which date:	

Your Details		
Your name:		
Your job title:		
The organisation/company you work for (if applicable):		
Preferred correspondence address:		
	Postcode:	
Contact phone number:		
Contact e-mail address:		
Special dietary or access requirements:		

Please note: if you wish to make multiple bookings, please complete a copy of this form for each individual and return all to the address shown below – stating who will be the primary contact (if relevant).

Payment Methods		
The cost of my course is:		
I would like to pay this amount by:	❑	**Cheque** (please make cheque payable to 'Bournemouth University')
	❑	**Credit/Debit Card** (please enter details below). Please note we are unable to accept payment by American Express.
Card type and number:		

Valid from:		Expiry date:		Switch Issue No.	
Cardholder name:				Card Security Code:	
Signature:				Date:	

What to do next …

Please post, fax or e-mail this completed booking form – including payment/cheque (where applicable) to:

Technology Transfer Centre
School of Design, Engineering and Computing
Bournemouth University
Fern Barrow, Bournemouth
BH12 5BB

Telephone: **+44 (0)1202 965575**
Fax: **+44 (0)1202 965559**
E-mail: **ttc@bournemouth.ac.uk**

The Legal Bit: Cancellations must be made in writing. A refund of 80% will be made if we receive written notification, at least two weeks prior to the event. Within two weeks of the start of the event, unfortunately we will be unable to offer any refund.

If you are unable to attend, but have a colleague who can come in your place, we would be happy to welcome them onto the course in your place, at no extra charge.

Confirmation of your booking will be sent on receipt of your booking form and your joining instructions will be sent to you two weeks before the course starts.

Although we will make every reasonable effort to run this course, we reserve the right to postpone or cancel any course; in which case all course fees paid will be refunded.

For Office Use Only: Account Code ( ); Activity Code ( )