

## BOOKING FORM (one required for each place booked)

Please complete the form and either post or email to Can Do (details below)

Full Name	Mr/Ms/Mrs/Miss/Dr
Job Title	
Email address	
Subject you teach	
Tel number:	
Course Name	
Course date	
Course location	
School/ college name and address	
Special requirements	

### How to book:

By email: [info@can-do-courses.co.uk](mailto:info@can-do-courses.co.uk)  
 Book online at: [www.can-do-courses.co.uk](http://www.can-do-courses.co.uk)  
 By telephone: 07763942771  
 By post: 11 Willow Road, Redhill, Surrey RH1 6LN

## Terms and conditions

### Payment

Course fees are due in full prior to the course taking place unless by exceptional prior arrangement. Payments can be made via cheque made payable to 'CAN DO', by paypal or BACs.

### Cancellation by delegate

All cancellations must be received in writing to Can Do Courses. There will be no charge if the cancellation is received more than one calendar month prior to the date of the course. If the cancellation is received less than a calendar month before the date of the course, the full fee will apply.

### Transferring to a different course

Where a delegate wishes to transfer from one course to another, every effort will be made to facilitate this without any additional costs being incurred. However, if the transfer takes place less than a calendar month before the date of the course an extra charge may be unavoidable.

### Cancellation by Can Do Courses

Every effort is made for all courses to proceed as planned. When a course is cancelled, Can Do Courses will endeavour to contact delegates as soon as possible and they will be offered an alternative date, refund or credit note. Can Do Courses will not be liable for any travel or other expenses incurred.

### Accredited Courses

Accreditation fees are included in the cost of each place per person.