



BOOKING FORM

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| Name of course booking: |
| Date(s) of course: |
| Name of delegate: |
| Email: |
| Contact Telephone number: |
| Job title: |
| School name: |
| School Address: |
| Postcode: |
| Please state any special requirements e.g. accessibility of venue |

Further details and directions to the venue will be provided with a confirmation email. The fee includes any course materials and light refreshments.

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|------------------------|--|
| Purchase Order Number: | |
| Invoice Contact Name: | |
| Email: | |

Financial Terms and Conditions:

Course fees are payable in advance. On receipt of your booking Charter TSA will invoice you for the full amount. Invoices must be paid in full within 30 days from the date of the invoice. The delegate fee includes course materials if applicable and light refreshments. We aim to provide your booking however if we cancel your booking due to a low number of subscribers we will reimburse the full cost back to you. If you must cancel please contact us as soon as possible. Once your booking has been cancelled you will receive a cancellation invoice.

Cancellation fees are as follows:

| Days to start date: | 0-7 days | 8-14 days | 15-21 days | 22 days or more |
|---------------------|----------|-----------|------------|-----------------|
| Charges: | 100% | 75% | 25% | 0 |


No charge will be made for a substitution of delegates.

Data Sharing Protocol

1. I consent to future contact from Charter TSA regarding prospective courses and events and to my data being used for attendance and evaluation purposes.
2. Any data collected during the course of activities, other than that which is publicly available, will only be used or shared for the purpose identified.
3. The General Data Protection Regulations (GDPR) will apply in respect of personal data and all schools engaged in activities will comply with this and any subsequent amendments to legislation.

| Authorised by: | Signature: | Position: | Date: |
|----------------|---|-----------|-------|
| | <i>I confirm I have read and agree to the data sharing protocol</i> | | |

Please return your completed booking form(s) to the address below:

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| <p>Contact: Charter Teaching School Alliance Queen Elizabeth's Grammar School West Street Horncastle LN9 5AD</p> <p>Telephone: 01507 522 465</p> <p>Email: info@chartertsa.uk</p> |  |
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