**COURSE BOOKING FORM:**

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| --- | --- | --- |
| **Course Code** | **Title** | **Date** |
|  |  |  |

|  |  |
| --- | --- |
| Number of places required |  |
| Name of delegate(s) |  |
| School / organisation |  |
| Email |  |
| Telephone |  |
| Any special dietary requirements |  |
| Any access requirements |  |

**Booking Terms and Conditions:**

* When you have emailed your booking form to Blueprint, you can expect a return email confirming your provisional booking and attaching your invoice.
* Payment of the invoice should be received within 14 days of the date of your return email if your booking is being made more than 6 weeks prior to the start of the course.
* Payment of the invoice should be received within 7 days of the date of your return email if your booking is being made within the 6 weeks prior to the start of the course.
* Once payment of the invoice has been received you will receive a further email informing you that your place is now confirmed and providing you with full joining instructions.
* Should you need to cancel your place on the course we will not charge you if there is a waiting list for the course. Where this is not the case, cancellations within 14 days of the start date we receive a 50% refund. Unfortunately, cancellations within 7 days cannot be refunded.