

BOOKING FORM

Please include more than one name if you are sending multiple delegates.

Programme/Course	<i>Altius Derbyshire Teaching School Alliance Course</i>
SCHOOL	
DELEGATE x3 (WHO IS ATTENDING THE PROGRAMME)	
JOB TITLE	
FORENAME	
SURNAME	
CURRENT ROLE	
EMAIL	
TELEPHONE	
ACCESS REQUIREMENTS E.G. DUE TO HEARING OR VISUAL IMPAIRMENT, WHEELCHAIR ACCESS ETC.	
SPECIAL DIETARY REQUIREMENTS	

PLEASE INVOICE EMPLOYER AS DETAILS BELOW IF APPLICABLE		
NAME OF SCHOOL		
SCHOOL ADDRESS (INCLUDING POSTCODE)		
SCHOOL TELEPHONE NUMBER		
SCHOOL FAX		
SCHOOL EMAIL ADDRESS TO SEND REMITTENCE TO		
BANK DETAILS FOR PAYMENT VIA BACS:		
BANK NAME	NATIONAL WESTMINSTER	
ACCOUNT NAME	ST MARY'S CATHOLIC HIGH SCHOOL ACADEMY TRUST	
ACCOUNT NUMBER	34154558	FOR OFFICE USE ONLY
SORT CODE	60 – 40 – 09	

Head Teacher's Signature.....

If you have any queries please contact us:

Email – tdundas@stmaryschesterfield.org.uk

Please ensure you read Altius Derbyshire Teaching School Alliance Course Terms and Conditions on the next page.

**North East Derbyshire Teaching School Alliance
Course Terms and Conditions**

1. Once a booking has been made and confirmed this is a commitment to pay for attendance on the course and is subject to the cancellation conditions stated below.
2. Payment will be required within the specified terms on the booking invoice and access to the course may be denied unless full payment has been received before the course start date.
3. Bookings made within 2 working days prior to the start of the course will incur a late booking charge of £30.00. This charge can be waived at the discretion of the Director of the Teaching School.

Cancellations

4. All cancellations should be in writing by email to: tdundas@stmaryschesterfield.org.uk
5. Name changes are permitted without charge 5 working days prior to the start of the course.
6. In the event of a cancellation of a confirmed booking or non-arrival by a delegate no refund will be given.

Inability to attend due to illness, personal or professional commitments does not automatically waive this but in all such cases consideration will be given to the circumstances and we will take such action as we consider fair and reasonable.

(We may for example ask to see medical certificates).

7. Altius Derbyshire Teaching School Alliance hopes never to cancel a course if however this happens we will tell you why and offer to place you as priority on the next available training, or if you prefer give you full refund of payments received. Altius Derbyshire reserves the right to withdraw a course at anytime.

Withdrawal and Deferral

8. If a delegate decides to withdraw part way through a course, a refund may exceptionally be given at the discretion of the Director of the Teaching School will take all reasonable steps to avoid participant withdrawals.
9. Exceptionally if a delegate is advised to withdraw from the course by the course leaders an appropriate refund, based on the point of withdrawal from the course, will be made.
10. Altius Derbyshire Teaching School Alliance works within a framework which permits candidates, in exceptional circumstances, to request a deferral. ADTSA will give careful consideration to the circumstances of each individual case when considering requests for deferral. For full details see Leadership Curriculum policy for Withdrawals and Deferrals.

Complaints

11. Any complaints should be sent to Altius Derbyshire Teaching School Alliance Director:
Mrs T Dundas tdundas@stmaryschesterfield.org.uk