

Suzy Lamplugh Trust

Train the Trainer Booking Form

Registered Charity No. 802567



Please state the date and location of the course you wish to book onto

Please select the appropriate fee band

Basic fee

☐

Registered Charity

☐

£1080 plus VAT

£972 plus VAT

Delegate Details

Title & Name: _____

Job Title: _____

Organisation: _____

Work address: _____

Contact number: _____

Email address: _____

Dietary /Access requirements: _____

Organisation Details

Charity number (if applicable): _____

Invoicing address (if different from above): _____

Purchase order number: _____

Finance contact and email address: _____

Please email your booking to training@suzylamplugh.org or post to Suzy Lamplugh Trust, 17-19

Oval Way, Vauxhall, SE11 5RR

What is your main reason for attending this course?

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I heard about Suzy Lamplugh Trust Train the Trainer from:

- | | | | | | |
|-------------------|--------------------------|---------------------|--------------------------|------------------------------|--------------------------|
| Word of Mouth | <input type="checkbox"/> | Our Website | <input type="checkbox"/> | Internet Search | <input type="checkbox"/> |
| In-House Training | <input type="checkbox"/> | Press/Magazine | <input type="checkbox"/> | Publication/Booklet/Resource | <input type="checkbox"/> |
| Direct Mail | <input type="checkbox"/> | TV/Radio | <input type="checkbox"/> | | |
| Other | <input type="checkbox"/> | Please specify..... | | | |

I have read and understand the following information:

Information on attending the course:

- The course is suitable for the workplace only and not suitable for freelance trainers.
- This course is designed for the named delegate to provide personal safety training within the named organisation only.
- If a course is full when your application is received or if our Training Department considers it too late to apply for a particular date, you will be notified immediately.
- Experience of delivering training and confidence in presenting to groups is essential however academic qualifications are not a pre-requisite for this course.
- Course materials will be sent out to candidates a couple of weeks before the course starts.
- We reserve the right, at our absolute discretion, to remove from any training course, whether prior to or subsequent to its commencement, any student, who, in the sole opinion of Suzy Lamplugh Trust is considered unsuitable for the course being proposed to be undertaken.
- Suzy Lamplugh Trust shall be under no obligation to provide any such student with any explanation for their decision to remove the student from the course, but any such student should be entitled to a full refund of all fees paid for that course.

Costs and cancellation charges:

- **Please note that this course is a non-residential course, and it is the delegate's responsibility to arrange and pay for their own accommodation.**
- **Payment for the course must be received by Suzy Lamplugh Trust prior to attendance on the course.**
- **Cancellation charges are as follows:**
 - **If less than 30 days' notice is given of cancellation, 100% of the course fee will be forfeited.**
 - **If less than six weeks' notice is given of the cancellation, 50% of the course fee will be forfeited.**
 - **Should you wish to re-book onto a course following cancellation, you will be required to pay 100% of the course fee.**
 - **A £50 administration charge will be levied if a booking is altered more than six weeks' before the course date and after a place has been accepted.**

Applicant's signature_____ **Authorised signature**_____ **Date** _____

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