



# Staff and Management Development Booking Form (Residential Schools)

Please reserve place(s) on the following course(s) as indicated:

Delegate Name(s)	Position

<b>Company Name:</b>  <b>Address:</b>  <b>Postcode</b>	
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<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Contact Name:</b>	<b>Position:</b>

Date	Course	No. of Delegates
21 - 27 August 2010	Oxford Summer School Price £tbc plus vat	

<b>Email:</b>	
<b>Signature:</b>	<b>Date:</b>

A deposit invoice will be raised on receipt of this form for a non-refundable fee of £200 per delegate + VAT	<b>bssa No:</b>
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**Please turn over for booking conditions**

# Oxford Summer School

## Conditions of Booking

1. All course bookings **must be confirmed in writing** by way of a completed booking form, **bssa** will acknowledge receipt.
2. Deposit invoices will be issued from the first week of January. All deposits must be paid no later than 30<sup>th</sup> March, prior to balance invoices being issued. Deposits not paid by the due date could result in loss of places
3. Bookings received from 1<sup>st</sup> April will be invoiced at the full amount.
4. Full payment of course fees, including VAT, must be received at **bssa** by the 30<sup>th</sup> June. Any accounts outstanding after this date could result in withdrawal of places.
5. Substitutions for delegates will be accepted, but **bssa** must be notified in **advance of the commencement date**.
6. All cancellations made by a company/delegate must be notified to **bssa** in writing. The following cancellation fees will apply:

Cancellation received 4-8 weeks prior to the School:

50% will be charged

Cancellation received within 4 weeks of the School:

100% will be charged

**Deposit is non-refundable for any Confirmed Bookings that are cancelled.**

7. Upon written receipt of a company's or delegate's cancellation, **bssa** will issue a credit note against the original invoice, including VAT, minus the cancellation fees (as detailed above).
8. **bssa reserves the right to cancel training courses, seminars or other events due to unforeseen circumstances, in which case companies will receive a full refund of all monies paid.**