

Community House

15 College Green

Gloucester GL1 2LZ

# **GRCC Training and Learning Booking Form**

How to book:

Places on courses and any bursary applications will be reserved on receipt of the completed booking form and payment. The completed forms can be emailed to [bookings@grcc.org.uk](mailto:bookings@grcc.org.uk).

Alternatively you can post the completed form to: GRCC, Community House, 15 College Green, Gloucester GL1 2LZ

## Booking information:

|  |  |
| --- | --- |
| Course title: |  |
| Date of course: |  |

|  |  |
| --- | --- |
| Name of attendee(s): |  |
| Organisation: |  |
| Telephone: |  |
| Contact email: |  |
| Any additional needs: |  |

## Payment details:

Details of the course fees can be found in the Training and Learning Programme flyer or on the GRCC website. Please confirm the total cost of your booking below:

|  |  |
| --- | --- |
| Course fee |  |
| Course fee - bursary applied\* |  |

\*If your bursary application is unsuccessful we will invoice you for the balance.

Payment may be made by BACS using the following details:

Gloucestershire Rural Community Council

Sort code: **08-90-41** Account number: **50316618**

*Please use your organisation’s name as a reference when making the BACS payment.*

Alternatively, cheques made payable to **Gloucestershire Rural Community Council** can be posted along with the completed booking form to the address given above.

Please tick if you would like an invoice for your records:

|  |  |
| --- | --- |
| Invoice contact: |  |
| Invoice email: |  |
| Postal address: |  |

# Claiming bursary places – 80% discount available

A limited number of bursaries are available on each course for VCSE organisations **based and working in Gloucestershire only**, with an annual turnover of less than £350,000. This bursary is funded through the GAVCA Legacy Fund.

Organisations can apply for **up to two bursary places per course, with a maximum of four places per organisation per term** (subject to availability).

If the cost of attending, even with a bursary, is still prohibitive please contact Barbara Pond [bpond@grcc.org.uk](mailto:bpond@grcc.org.uk) or call 01452 528491 to discuss, as we may be able to reimburse some expenses.

If you wish to apply for a bursary please provide a link to / copy of your latest set of accounts to confirm that your annual turnover is less than £350,000, and sign the following declaration:

*I declare that the annual turnover of our organisation has been less than £350,000 in the last financial year and have enclosed a copy of our latest set of accounts.*

Signed:…………………………………………………………

Position: …………………………………………………….. Date: …………………………………………….

# Processing personal data

Personal data within this booking form will be processed according to GRCC’s Privacy Notice <http://www.grcc.org.uk/about-us/privacy-policy>. Information you provide will be held securely by GRCC for legitimate interests, i.e. in order to administer this course, for sending follow up materials and evaluation. It will only be shared with the trainer and will be deleted / destroyed within 6 months of the course. Please let GRCC know if you would like your booking information to be deleted earlier.

# Terms and conditions of booking

Amendments and Cancellation

It is possible to substitute an alternative delegate on any place booked at no additional cost. Notification of a change must be received by GRCC in writing/email 24 hours before the start of the workshop.

Bookings can only be cancelled in writing, via post or email:

* Cancellations received up to 14 days before course date: **Full refund**
* Cancellations received 7-14 days before course date: **50%** **refund**
* Cancellations received less than 7 days before the course: **No refund**\*

\**but we will send you any handouts / slides from the course.*

**Please ensure you have read, understood and accepted these Terms and Conditions before you place a booking. By placing a booking you will be deemed to have read, understood and accepted them.**

**Signed:………………………………………………… Date: ………………………………….**