# **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 form can be e-mailed to bookings@grcc.org.uk.

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

# **Booking information**

|  |  |
| --- | --- |
| **Course:** |  |
| **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 booklet. Please confirm below the total cost of your booking:

|  |  |
| --- | --- |
| **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**

Alternatively, cheques made payable to **Gloucestershire Rural Community Council** can be posted along with the completed booking form to: GRCC, Community House, 15 College Green, Gloucester GL1 2LZ.

Please indicate your chosen payment method: BACS [ ]  Cheque [ ]

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

Please tick if you would like an invoice [ ]

Invoice details (if different to attendee):

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

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# **Claiming bursary places – 80% discount available**

A limited number of bursaries are available on each course for voluntary, community and social enterprise sector 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 (subject to availability) and may only receive a maximum of four bursaries per organisation per year for GRCC’s Training and Learning programme.

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

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 if you wish to apply for a bursary.

*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 information. Your personal details will only be shared with the trainer, and GRCC will delete/destroy the booking information within 6 months of the course. If you would like your booking information to be deleted earlier please contact bookings@grcc.org.uk

# **Terms and conditions of booking**

**Amendment and Cancellation**

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

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 to 14 days before course date: **50% refund**
* Cancellations received less than 7 days before course date: **No refund** *(but we will send you any handouts / slides from the course)*

**Please note:** All courses are based at GRCC’s offices at Community House, 15 College Green, Gloucester GL1 2LZ (Tel 01452 528491)

**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.**

GRCC runs a number of events during the year and shares information via regular newsletters. Sign up if you would like to receive these:

* I consent to GRCC sending me details of future events and training via email. Yes ☐ No ☐
* I would like to subscribe to the GRCC E-news Mailing List Yes ☐ No ☐

**Signed:** **Date:**