**Training details**

Training Title:

Training Date:

Number of places:

**Please send your booking form by email to:** **rsep@romasupportgroup.org.uk**

We confirm all bookings by email. If you do not receive an email confirmation within one week, please contact us ASAP.

**Delegate details – for each delegate please include**

|  |  |
| --- | --- |
| Delegate’s name(s): |  |
| Job title(s): |  |
| Telephone number: |  |
| Email address(es): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Line manager’s name: |  |
| Line manager’s signature and date: |  |
| Accessibility requirements: |  |
| Special dietary requirements: |  |

**Prices – enter number of places in the relevant sector**

|  |  |  |
| --- | --- | --- |
|  | Full day | No. of places |
| Commercial sector | £170 |  |
| Public and Charity sector | £130 |  |
| Small charities (max 5 paid staff) | £100 |  |
| Students | £80 |  |

If you have colleagues that are unable to attend you can purchase the training and resource pack separately at £80. Please send me\_\_\_copy/ies of resource and training pack/s.

**How to Pay**

1. Course fees must be paid beforehand
2. Cheque Payments – please make payable to: ***Roma Support Group***

Please add delegate’s name on the reverse and send to:

**Roma Support Group, P.O.Box 23610, London E7 0XB**

1. For BACS, we would require Remittance Note to be issued with the payment.
2. If the training fee was paid in full prior to a 28 – 14 day cancellation we would need invoice for 50% of the fee.

**Invoice Details**

Please provide the details and contact information for invoice

|  |  |
| --- | --- |
| Name: |  |
| Job Title : |  |
| Name of the Organisation: |  |
| Email: |  |
| Telephone : |  |
| **Purchase Order Number** (if relevant): |  |

**Cancellation Policy**

1. If you need to cancel the booking the following cancellation fees apply:
* If you cancel 28-14 days before the course date a 50% charge of the course fee will apply
* If you cancel within 14 days of the course date you will be charged the full course cost
* Alternative delegates will be accepted and you should provide their name in writing
1. Cancellations should be made in writing.
2. All cancellations are subject to a £10 administration charge.

**Marketing**

How did you hear about this training?

Please add my name to the RSG mailing list: Yes \_\_\_ No\_\_\_

**Please tick to show that you have read and accept the terms and conditions of this booking \_\_\_**

**For all enquiries, please contact:**

Gaba Smolinska-Poffley, Tel: 0207 511 8245 or 07749 887783, Email: rsep@romasupprotgroup.org.uk