**SRUC Elmwood Skills Training Booking Form**

**To reserve a place on one of our courses please complete the information below (2 pages) in full and return this to** elmwoodtraining@sruc.ac.uk

**SRUC Elmwood Skills Training Booking Information**

**Course Details**

|  |  |
| --- | --- |
| Course Title: |  |
| Campus: Elmwood |  |
| Dates: |  |
| Number of places required: |  |
| How did you hear about this course?: |  |

**Attendee Details** *(if more than one place required please supply details for all attendees)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Attendee 1 | Attendee 2 | Attendee 3 | Attendee 4 |
| Title: |  |  |  |  |
| First Name: |  |  |  |  |
| Surname: |  |  |  |  |
| Address: |  |  |  |  |
| Postcode: |  |  |  |  |
| DOB: |  |  |  |  |
| Telephone: |  |  |  |  |
| Mobile: |  |  |  |  |
| Email: |  |  |  |  |
| Nationality: |  |  |  |  |
|  |  |  |  |  |

*Please note if you are a Non-UK or Non-Irish national, you will need to send us copies of your passport and visa/residence permit. If you are an EU national with Settled or Pre-Settled status, please send us a copy of your passport and your shared code that you can create here:* [View and prove your immigration status - GOV.UK (www.gov.uk)](https://www.gov.uk/view-prove-immigration-status)

**Invoicing Details**

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Name:  |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Mobile: |  |
| Email Address: |  |
| PO Number (if required): |  |

**Equal Opportunities Informaiton**

Do you have any particular training or assessment requirements that you wish to tell us? For example, disability or learning difficulty which may affect your assessment?:

**Payment Details**

*Please note that your place is not secure on the course until payment is received.*

*Payment must be made upon receipt of your invoice*

*Please select your payment method*

**I wish to pay by BACS (details will be supplied on your invoice) Yes No**

**I wish to pay by Debit/Credit Card                                                  Yes No**

**I wish to pay using a funded position or I am a existing student  ( validation or either will be required at confirmation stage Yes No**

**Cancellations**

Cancellations by customers must be made at least 2 weeks prior to course start date otherwise the full course fee is still payable.  In the event that SRUC has to cancel, your course fee will be refunded in full.

**Terms and Conditions**

Full terms and conditions are available on our website

<https://www.sruc.ac.uk/downloads/file/2454/sruc_skills_training_terms_and_conditions>

**This information should be returned to** elmwoodtraining@sruc.ac.uk **where a member of the Training Team will process your booking.**

**Visit our website to find the latest course information and dates** [**www.sruc.ac.uk/training**](http://www.sruc.ac.uk/training)

**SRUC Skills Training Team**

**SRUC: Leading the way in Agricultural and Rural Research, Education and Consultancy.**

