**\* All fields are mandatory**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company/Delegate Details | | |  | | |
|  | | | | | |
|  | \*Name: |  | | |  |
|  | | | |
| \*Address: |  | | |
|  | |
|  | | |
| \*Postcode: |
|  | | | |
| \*Purchase Order No: | | |  |
| (If applicable) | | | |
| \*E-mail: |  | | |
| (if available) | | | |
| \*Tel: |  | | |
| (Please include area code) | | | |
| \*Fax: |  | | |
| (if available) | | | |
| \*Employer: |  | | |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Invoice Address | | | |  | |
|  | | | | | |
|  | | \*Name: |  | |  |
|  | | |
| \*Address: |  | |
|  | |
| \*Postcode: |
| \*Contact Tel: |  | |
| (Please include area code) | | |
| \*E-mail: |  | |
| ILA account Number: | | |
|  | | | | | |
| \*Courses with assessment | | | | | |  |
|  | Support for assessment is available for those with additional support needs. This must be arranged prior to the start of the course  Support required for assessment Support not required | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*Delegate’s Full Name** | | | \*Course Title | **\*Course Fee** | | | **\*Exam Fee** | | **\*Dates of Course** | |
|  | | |  |  | | |  | |  | |
|  | | |  |  | | |  | |  | |
|  | | |  |  | | |  | |  | |
|  | | |  |  | | |  | |  | |
| **I accept the booking conditions listed below:**  **Cancellation Policy PLEASE NOTE NO RECEIPTS WILL BE ISSUED UNLESS REQUESTED**   1. **Cancellations may be given over the phone but must be confirmed in writing** 2. **For cancellations received less than 5 working days before the start of the course or once the course has started, there is no fee refund. Substitutions can be made at any time before the start of the course.** 3. **Orkney College reserve the right to cancel any course at any time. Alternative dates will be offered or a full refund given.** | | | | | | | | | | |
|  | Employer Signature: |  | | |  | Date: | |  | |  |
|  | | | | | | | | | | |

FOR OFFICE USE ONLY

**Please return this form to:**

Allocated a place Payment received by cheque

Placed on waiting list Payment received by cash

Course confirmed by telephone Payment received by card

Course confirmed by fax ILA evidence received

Course confirmed by email Support Required

# Orkney College (Short Courses)

East Road, Kirkwall, Orkney, KW15 1LX.

• Tel: **01856 569206**

• Enquiry: [tina.brown@uhi.ac.uk](mailto:tina.brown@uhi.ac.uk)