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| **CPD BOOKING FORM** |
| Course name: | PO Number |
| Course date: | Cost: |
| School Name:  | Telephone No: |
| School address: |
| Participant’s name: |
| Participant’s email address (important for any late minute communications) |
| Email address for payment: |
| Note: All reasonable adjustments to provision will be made to ensure that learners with a learning difficulty, disability and/or a medical condition that affects their learning are not substantially disadvantaged. If you have a learning difficulty, disability and/or medical condition, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed. |

**Please email completed booking form to** **admin@cheshirelta.co.uk**

**Terms and Conditions**

**Fees**

Fees quoted are correct at the time of publication. All fees quoted are exclusive of VAT.

On confirmation of the booking, an invoice will be issued **and must be paid within 14 days**.

**Cancellations**

There will be no refund for cancellation but the booking may be transferred to the next available date or an alternative course.

Cheshire LTA reserves the right to cancel a course due to insignificant numbers. Any fees paid will be refunded in full.

**Non-Attendance**

Non-attendance of a course shall be deemed to be a cancellation and as such you will be charged in full.

In certain circumstances an alternative date/course may be offered at the discretion of CLTA.

*Please see our website for a complete set of terms and conditions*.

**www.cheshirelta.co.uk**