|  |  |
| --- | --- |
| **Course Code** |  |
| **Trainer** |  |
| **Course Date/s and Time**  |  |
| **Course Title** |  |
| **First Name** |  | **Surname** |  |
| **Date of Birth** |  | **Gender** | Male | Female | Other |
| **Address (inc post code)** |  |
| **Contact Number/s** |  |  |
| **Email** |  |
| **Individual requirements e.g. learning, access, diet etc.** |  |
| **Name of organisation and Berkshire affiliation if known** |  |
| **Emergency contact name and number** |  |
| **What do you hope to achieve from this course?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnicity** |  |  |  |
| Asian or Asian British – Bangladeshi |  | Mixed - White and Black African |  |
| Asian or Asian British – Indian |  | Mixed - White and Black Caribbean |  |
| Asian or Asian British – Pakistani |  | Mixed - Any Other Mixed Background  |  |
| Asian or Asian British – Any Other Asian Background |  | White – British |  |
| Black or Black British – African |  | White - Irish |  |
| Black or Black British – Caribbean |  | White - Any Other White Background |  |
| Black or Black British – Any Other Black Background |  | Other – Please add |  |
| Chinese |  | Not Known/Not Provided |  |
| Mixed - White and Asian |  | Prefer not to say |  |

Please note - info only for any anon reporting process for funders

This contract is between Berkshire Youth and the above named

**Payment for Training Services**

* All Training will be invoiced to Service User prior to the event taking place and paid in advance.
* A booking will not be confirmed until such time as it has been paid for.

**Delegate Substitution**

It is possible to substitute an alternative delegate on any course at no additional cost, provided:

* They meet the pre- requisites of the course **and**
* Their completed application form is received by the Berkshire Youth no later than two working days before the start of the course.

In this instance Berkshire Youth will confirm the replacement delegate has been accepted onto the course.

**Cancellation**

Cancellations need to be confirmed in writing/email to the Berkshire Youth Training Office. The following refunds will apply to cancellations:

* Cancellations more than month before the course date 100% refund

(less the cost of any materials or other costs incurred)

* Cancellation 21- 31 days before the start of the course 75% refund
* Cancellation 11- 20 days before the start of the course 50% refund
* Cancellation 6- 10 days before the start of the course 25% refund
* Cancellation within 6 days of the start of the course No refund

**By Berkshire Youth**

In the likely event of your course having to be cancelled we will advise you as soon as this is known. We will offer alternative dates or, at your request, a refund, less the cost of any materials already supplied to you.

Data Protection

Course participants’ details are stored by Berkshire Youth for the purpose of recording attendance on courses, providing statistical information & maintaining individual training records. We do not share your details with any other organisation.

**Photographs**

Berkshire Youth will be using a camera to take images of the session for promotional purposes. Club Leaders / Team managers must ensure that attendees have signed a disclosure for all photographs taken at this event. If you would rather Berkshire Youth did not take photographs, please make us aware before the event.

I have read and understand the Berkshire Youth Training terms and conditions.

*Due to booking training your organisation qualifies for Partnership Membership with Berkshire Youth. This is free and will keep you in the loop with future training, funding and events.*

*If you want to opt out please tick here.*

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

**If under 18**

Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed from to: Training Dept, Berkshire Youth, Watlington House, 44 Watlington Street, Reading, Berks, RG1 4RJ. Tel: 0118 9090927 Email: training@berkshireyouth.co.uk