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| **COURSE DETAILS** |
| Course Title: |  |
| Course Date(s): |  | Cost: | £ |

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| **ATTENDEE NAME AND CONTACT DETAILS** (If different from “Your Details” below)  |
| Name: Tel No:  |
| Which of the following applies to the attendee at the present time?[ ] Childcare Worker [ ] Manager [ ]  Parent / Carer[ ]  Unemployed and interested in pursuing a career in childcare [ ]  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **YOUR DETAILS** |
| Name: | Home/Work Tel: | Mobile: |
| Address: |

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| **PAYMENT OPTIONS – ALL PAYMENTS MUST BE MADE IN ADVANCE** |
| I have enclosed a cheque/postal order (Payable to North Edinburgh Childcare): [ ]  |
| I wish to be invoiced (organisations only): Please complete details below [ ] **INVOICE DETAILS**: |
| Finance Contact’s Name & Tel No.: | Company Name: |
| Address: | Email: |
| I am paying with an Individual Learning Account (ILA): [ ] My ILA account number is:-  |
| I have not yet opened an ILA Account (please see instructions below) [ ]  |
| I wish to pay by Credit/Debit Card (I understand that there will be a charge for using this method) [ ] **VISA / MASTERCARD / VISA DEBIT / MAESTRO / SOLO (Delete as appropriate)**Card Number - \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ Start date - \_\_/\_\_ Expiry date - \_\_/\_\_ Issue No. \_\_\_ CVC No. \_\_\_\_\_Address details of where this card is registered including post code if different from above address:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Debit Card Charge of £0.50 or Credit Card Charge of £2.50 will be added to the course price above if paying by this method. |
| Signature: |  | Date: |  |

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| **OFFICE USE ONLY** |
| Status: |  | ILA Booking: | [ ]  Yes [ ]  No |
| Date Payment Received: |  | Date Booking Complete: |  |

**HOW TO BOOK**

Please complete and submit the booking form as soon as possible. Please note that if you intend to utilise funds from your Individual Learning Account (ILA) to pay for courses, you are advised to book at **least 6 weeks** before the date of the course to ensure enough time for your Individual learning Account application to be processed. Please note that all bookings are considered **‘provisional’** until payment has been received or an Individual Learning Account Token has been obtained. If a course becomes full, provisionally booked places may be reallocated if there is demand.

# WHAT IS AN INDIVIDUAL LEARNING ACCOUNT

Individuals may be able to get help towards the cost of our courses if they open an Individual Learning Account (ILA) with Skills Development Scotland. Individual Learning Accounts (ILAs) are for people who are 16 or over and living in Scotland and are for individuals who will benefit most from this support. You can apply for an ILA if you do not have a degree or above, are not undertaking any secondary, further or higher education, training through the Employability Fund or Modern Apprenticeship, or participating on the Community Jobs Scotland programme. You must also have an income of £22,000 a year or less, or be on benefits to be eligible to get up to £200 towards the costs of learning or training. Visit www.myworldofwork.co.uk or call 0800 917 8000 today to request your application pack.

# CANCELLATIONS

If you wish to cancel or transfer your booking 15 or more days in advance of the course date there is no charge. If you cancel within 14 days of your course date you will be charged 50% of the course fee. This rises to the full amount if you cancel 48 hours of the course start.

Occasionally, if there are insufficient bookings on a particular course we may have to cancel it. In these circumstances we will advise you approximately 5 working days prior to the course and your booking will be transferred to the next available course date or a full refund will be given.