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| **Course:**(select from list) | Choose a course. |
| **Date of course:**(enter dd/mm/yyyy) | Click here to enter the date. |
| **Location of course:**(select from list) | Choose a location. | If **Other** please specify: |       |
| **Name of participant:** |       |
| **Role**(select from list) | Choose a role. | If **Other** please specify: |       |
| **Email address of participant:** |       |
| **Special dietary requirements:** |       |
| **Name of school:** |        |
| **Post code of school:** |       |
| **Address Line 1** |       |
| **Town/City:** |       |
| **County/ Country:** |       |
| **Telephone no.:**(inc area code) |       |
| **School purchase order no.** (if required) |       |
| **Email address for invoicing purposes:** |       |

**Terms and conditions (for full T&Cs please see the CLEAPSS website)**

Once your booking form has been processed you will receive confirmation by email. If you have not received this within 5 working days, please contact courses@cleapss.org.uk. **You do not have a place on the course until you have received this confirmation**.

Once confirmed we will send you an invoice for the course fee. THE INVOICE MUST BE PAID A MINIMUM OF 3 WORKING DAYS BEFORE THE COURSE. If you do not attend on the day, you will still liable for the full course fee.

In the unlikely event that CLEAPSS has to cancel a course, CLEAPSS will not be liable for your travel, accommodation or other costs.

For online courses each delegate requires a separate booking and their own device.

If you have any questions, or need adaptations to the course materials and/or have specific access requirements for the venue please contact us at courses@cleapss.org.uk.

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| **Please click on the box to indicate that you agree to the terms and conditions above:** |[ ]
| **If you would like to receive details of other CLEAPSS courses by email, click on the box:** |[ ]
| **If you wish to make payment by debit or credit card please click the box:**  |[ ]
| **I understand that the information I submit on this form will be used in accordance with the** [**CLEAPSS Privacy policy**](https://science.cleapss.org.uk/policies/privacy.aspx)**.** |[ ]

**Send completed form to** **courses@cleapss.org.uk**