



Milton Keynes Play Association

Training Programme

2009/10 Booking Form

www.mkplayassociation.co.uk

Registered Charity Number 1047318

2 Burners Lane, Kiln Farm, Milton Keynes MK11 3HB Tel: 01908 263033 www.mkplayassociation.co.uk

Contact Name and Address: Daytime Tel No: Evening Tel No: Email address:	Name of group/setting if applicable MKPA Membership No: Ofsted Number:
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COURSE TITLE	DATES	TIMES	CANDIDATE NAME	FEE
			1	
			2	
			3	

No 1 Student What would the student like to achieve from this course? Please state your 2 key objectives. If more than one student please write on reverse of booking form.	1 2
Current skill/knowledge Level 0 to 10 (0 – no knowledge to 10 – expert)	
Does the student(s) have a medical condition, disability and/or learning difficulty or any additional needs, please indicate and we will do our utmost to support them.	

Terms & Conditions

1. Provisional bookings:

Places for courses can be reserved by phone, but will only be confirmed after payment has been made by debit/credit card or a booking form is received. This must be received by MKPA 10 working days after the booking has been made to secure your place.

2. Payment of course fee:

Payments prior to the course is required, however you can ask for an invoice one month before the course, which we require to be paid before the course commences. If an invoice is not paid before the start of the course, the certificate will not be available until payment is received.

3. Bookings from non-members:

We are able to take bookings from non-members subject to a £3.50 per person surcharge. Please make sure you indicate your membership number on the booking form to avoid being charged. If you would like details regarding our membership, please do not hesitate to speak to us. For subsidised courses by MK EYCC, membership is not required.

4. Cancellation or non-attendance of courses:

An administration fee of £25.00 will be charged to cancel or transfer students to another date. The full cost of the course will be charged for cancellation without 10 working days notice or non-attendance.

An extra fee of £20.00 will be charged for cancellation without 10 working days notice or non-attendance for The Creative Play Workshops. **A cancellation reference number will be allocated to avoid confusion.**

5.Data Protection Act 1998:

The data collected in this form will only be used for the purposes of MKPA and will not be disclosed to any external sources without your express written consent.

I accept the terms and conditions of this booking form and understand that I/We will be liable for full payment of course fees on non-attendance without giving 10 working days prior notice.	
Signature of Manager	Date
Signature of Student	Date

No 2 Student What would the student like to achieve from this course? Please state your 2 key objectives	1 2
Current skill/knowledge Level 0 to 10 (0 – no knowledge to 10 – expert)	
Does the student(s) have a medical condition, disability and/or learning difficulty or any additional needs, please indicate and we will do our utmost to support them.	

No 3 Student What would the student like to achieve from this course? Please state your 2 key objectives	1 2
Current skill/knowledge Level 0 to 10 (0 – no knowledge to 10 – expert)	
Does the student(s) have a medical condition, disability and/or learning difficulty or any additional needs, please indicate and we will do our utmost to support them.	