

# ANTP TRAINING BOOKING FORM

PLEASE RETURN AS EARLY AS POSSIBLE TO:  
Fax: 01274 921352  
E-mail: paulinel@antp.org.uk  
ANTP Training, 2-6 Hall Lane, Bradford BD18 2NW

**PLEASE COMPLETE IN BLOCK CAPITAL LETTERS OR TYPE AND USE ONE FORM  
FOR EACH TRAINING PLACE YOU WANT TO BOOK**

Course title:

Course date:

## Course participant's details

Surname:

First name:

Job Title:

Do you need CPD points? Yes / No\*  
(\*delete as applicable)

Organisation Name:

Organisation Type*: (*delete as applicable)	ANTP full/assoc member	VCS/non-profit in Bradford District	VCS/non-profit outside Bradford District	Solicitor/ private sector
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Address:

Postcode:

Telephone:

Fax:

Email (please give the address where you want us to send confirmation of your course place):

## Access / dietary or other special needs

## Course costs and payment

Cost – please see course flyer and overleaf: £

A cheque is enclosed for the above amount\* OR Please send an invoice for the above amount\*  
(\*delete as applicable)

**I confirm that I have read and agree to the terms & conditions overleaf**

Signed (manager/budget holder):

Date:

Name (please print):

# ANTP TRAINING: TERMS AND CONDITIONS

## Course costs

ANTP 'full' and 'associate' members: the ANTP is a membership organisation so we give preferential rates to our members. The standard day rate is £25 per place but there are higher costs for some courses and some other courses are free of charge. Please refer to the flyer for the specific course/s that you want to book to confirm the cost per place.

Non-ANTP members: costs vary depending on the type of organisation and length of course:

- half day courses/workshops – costs vary, some are free, please refer to course flyer
- full day courses:
  - £40 per place per day for Voluntary & Community Sector/non-profit organisations based in Bradford District
  - £75 per place per day for Voluntary & Community Sector/non-profit organisations based outside Bradford District
  - £150 per place per day for all solicitors/private sector organisations

## Payment

Please either send a cheque for the full amount or tell us if you need an invoice. Please make cheques payable to: 'Advice Network & Training Partnership'.

## Course closing dates and confirmations

All courses have a closing date, usually four weeks before the course date (please refer to course flyer). At the closing date, we will confirm whether you a place on the course, send you details of how to get to the venue and an invoice (if needed). If there are not enough people to run the course, we will inform you at that time and return any cheques sent.

*Note:* if a course is very popular, we will ensure that as many ANTP members as possible can attend. So we reserve the right to limit the number of places per course per organisation.

## Cancellation of course bookings and substitutes

If you need to cancel a booking, please send notification in writing to the ANTP office as early as possible. There will be no charge if you cancel before the course closing date. If you cancel after the course closing date but at least 5 working days before the course date, you will be refunded 50% of the course cost. If you cancel less than 5 working days before the course date, the full cost of the course will be invoiced and no refunds will be made for payments received. However a colleague from your organisation can attend instead of the original person and substitutes are permitted up to and including the day of the course.

## Cancellation of courses

If it is not possible to run a course, we will cancel it at the course closing date. We will inform you of any cancelled courses as early as possible and refund in full any payment received.

## Data protection

The ANTP (B&D) keeps any personal information you supply for the purpose for which you have provided it. It is not passed to other organisations unless this is made explicit when you supply it. However, ANTP (B&D) may from time to time wish to give you information about other workshops, services or products that we provide.

## Intellectual property policy

ANTP encourages members and clients to adhere fully to the following principles of copyright. ANTP (B&D) will not knowingly publish copyright material that it is not properly licensed to do so by the original copyright owners. ANTP requires, on courses promoted by itself, that tutors will only use materials that are either their own copyright or for which they have obtained the permission of the copyright owners.