

# Booking Form

Please complete one form per trainee



Resource Unit for supplementary  
and mother-tongue schools

Course Title(s)

Please tick if you have included your  
£15 refundable deposit cheque for each course booked?

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YOU WILL NOW RECEIVE AN **ATTENDANCE CERTIFICATE** PROVIDING YOU ARE PUNCTUAL AND STAY FROM START TO FINISH!

Your name:

Your Position:

Organisation:

Address:

Postcode:

Telephone No:

Mobile No:

Email address:

Dietary needs?

*(please specify)*

Mobility needs?

*(please specify)*

## PLEASE READ OUR NEW CONDITIONS OF BOOKING:

### Booking:

- Ø We will keep a place on the course for you, subject to your having completed a Booking Form and having sent us your deposit cheque of £15 **per course booked** made payable to ContinYou (i.e. **if you want to book 3 courses, you would send 3 cheques**). If you fax your confirmation, we will hold a place for **one week** subject to receipt of your deposit. Your deposit cheque will be returned at the end of the Training Course.
- Ø An email will be sent to you confirming your registration, followed by a course outline 10 days prior to the course. Please provide the email address by which you can be most easily reached

### Non-Attendance, Lateness and Cancellation:

- Ø Our courses are free and usually heavily oversubscribed. If you make a booking we expect you to take up your place.
- Ø Failure to attend the course will result in the forfeit of your £15 deposit.
- Ø Please do not arrive late as it disrupts the course for everyone else. If you do arrive late, it will be entirely at the trainer's discretion whether or not to allow you to join the course.
- Ø Places are allotted on a 'first come first served' basis – so **please book early!**
- Ø If you do realise you are unable to attend, and you cancel more than 7 days prior to the course we will refund your deposit cheque. But please notify us of any cancellation as soon as possible as we may be able to re-allocate your place.
- Ø If the cancellation is made less than 7 days before the course is due to run and we are not able to fill your place, this will also result in the forfeit of your £15 deposit.

SIGNATURE: .....

PLEASE MAIL OR FAX THIS FORM BACK TO US:  
**The Resource Unit for Supplementary & Mother Tongue Schools**  
356 Holloway Road, London, N7 6PA

Phone us on: 020 7700 8189

Fax us on: 020 7700 8128

Email us at: [resource@resourceunit.com](mailto:resource@resourceunit.com)

Or visit us at: [www.resourceunit.com](http://www.resourceunit.com)



## Training needs questionnaire

Our Training Courses are designed to help you run and deliver outstanding supplementary and mother tongue schools and study/ activity programmes. Tell us what you need in the way of training, and we'll do what we can to cater for your needs!

1. What courses have you found useful in the training courses you attended at the Resource Unit in the past?
2. What courses would you like to see on our next training programme(s)?
3. Do you have any other suggestions on how we can improve our Training Programme?