



South Manchester
Down's Syndrome Support Group
Fulfilling Potential

Registered Charity No: 1147397



Training booking form

Please copy this form as necessary, and, if handwritten, complete in block capitals.

Delegate name: (Please use a separate form for additional delegates)	
Membership number if applicable:	
Please book me onto the following training – please indicate:	
Supporting pupils with Down's syndrome- Primary	
Can I catch the bus? What skills are needed?	
Supporting Development (birth-5 years)	
Supporting pupils with Down's syndrome- Secondary	
Supporting social development and behaviour	
Role: (Parent, family carer or professional)	
Job title: (If applicable)	
Organisation: (If applicable)	
Email address: (Required)	
Address:	
Daytime telephone:	
Would you like lunch?	
Please tell us any dietary requirements:	
Please tell us any access requirements:	
Where did you hear about this event?	

Please return this booking form **with payment** to:

The South Manchester Down's Syndrome Support Group (SMDSSG) PO Box 307 Manchester M21 3BR

Phone: 07593 542 107, email: contact@dsmanchester.org.uk

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Payment

The training charge includes lunch, refreshments and all course documentation.

Full payment must be received prior to training.

Cost: please see the course outline and cost and put the amount you are paying in the box	
Payment method:	If you would like to pay by BACS, tick the box on the left. On receipt of your booking form, we will send a reference number to use when paying.
BACS	
Cheque:	I enclose a cheque for the full amount £
Payable to South Manchester Down's Syndrome Support Group.	All cheques must be received and cleared by the training date or the £100 fee is payable
Invoice:	To be made out to:
Invoices must be paid in advance of training	Address:
Signature:	
Date:	

Booking terms and conditions

All training bookings are subject to the terms and conditions set out below:

1. Upon completion and submission of this booking form, South Manchester Down's Syndrome Support Group (SMDSSG) will reserve a place for the named delegate. Non-payment in advance of the training course date may result in the delegate not being able to access the event.
 2. By submitting this form, you accept the following cancellation charges, which apply as soon as the booking is made. Cancellations made more than 2 weeks before the event incur a 50% cancellation charge. Cancellations made less than 2 weeks before the event incur 100% of the event charge. All cancellations must be made in writing. Replacement delegates may be nominated in writing at any time prior to the start of the event.
 3. It is regretted that no refund will be made to those registrants who have booked a training place but who are unable to attend on the day. However, substitutes may be made, provided that a name is sent in writing to SMDSSG prior to the event.
 4. SMDSSG gathers, holds and processes personal data in accordance with the requirements of the Data Protection Act 1998. Any personal data you supply will be used by the SMDSSG for the purpose of managing and organising this event. Such data may also be released to third parties (such as service suppliers for organising events) where necessary for the above purposes.
 5. It may be necessary for reasons beyond the control of SMDSSG to alter the content and timing of the event, the identity of the speaker, the date or the venue. If, for any reason, SMDSSG needs to cancel the event, delegates will be notified in writing and events fees will be fully refunded (except in circumstances as set out in clause 6 below), but we will not be liable to you for any other costs or losses, whether direct or indirect.
 6. Should we be unable to perform any obligations under this Agreement due to causes or circumstances beyond its reasonable control, including any Act of God, war or threatened war, terrorism or threatened terrorism, fire, adverse weather, flood, drought, strike, natural disaster, or lock out, or actions of the venue, we will not be liable to you for this
- These terms and conditions apply at the time of booking.

Please tick this box if you do not wish to be contacted in future

Phone: 07593 542 107 email: contact@dsmanchester.org.uk website: dsmanchester.org.uk