



# Booking Form

## New Media Courses

This Booking Form accompanies your Application Form and with a 50% deposit secures your place on the course if the full conditions for the attendance to the course are met (please see Course description for details). On receipt of the Booking Form and 50% payment we will send you an invoice which confirms your booking. If you are booking places for more than one participant, use a different form for each person. (ask about our additional discounts for group bookings !!!). Please print all information

Your name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Name and address of person / organisation to be invoiced if different from Application Form:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you a member of WFA  yes my Associate Membership number is: \_\_\_\_\_  
 no

If you are not an Associate Member of WFA, you will need to become one to attend any courses here. We will send you an application form with the confirmation of your booking. Please complete it and bring it with you on the first day of the course, along with relevant ID and final payment for the course.

All course fees are listed with the Course Descriptions. Please note that course fees vary depending on your category of membership. For details about which rate of membership is appropriate, please see WFA's Training leaflet or give us a ring / email. **Payment is by cash or cheque only.**

Please list all the courses you would like to book a place on. If you need more space please photocopy this form.

Course Date/s	Course Title	Rate	Cost
<b>Total</b>			
<b>VAT @ 17.5%</b>			
<b>Total incl. VAT</b>			
<b>divide by 2 for deposit amount</b>			

**A 50% deposit must be received with your application to secure your place**

WFA reserves the right to postpone any course if the number of participants fall below the minimum required. If the applicant should cancel with less than 1 weeks notice, WFA reserves the right to keep 25% of the whole amount. If the applicant should cancel with less than 48 hours notice (working week Mon-Fri). WFA reserves the right to keep the whole deposit of 50%. Updated 4.8.08