



**QEHS COURSE BOOKING FORM  
PAID-FOR COURSES ONLY**

**Queen Elizabeth's High School  
Morton Terrace  
Gainsborough  
Lincolnshire  
DN21 2ST  
Tel: 01427 612354  
Email: [finance@qehs.lincs.sch.uk](mailto:finance@qehs.lincs.sch.uk)**

Attendee Name(s)	Course	Cost
<b>Total Payable</b>		

<b>Booked by:</b>  <b>Tel:</b>  <b>Email:</b>	<b>Address:</b>
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**Please return this booking form to QEHS by e-mail to [finance@qehs.lincs.sch.uk](mailto:finance@qehs.lincs.sch.uk)**

**TERMS & CONDITIONS**

- 1) Course bookings will only be accepted upon receipt of a signed course booking form.
- 2) Booking confirmation will be issued by email and will include payment details. Course fees must be paid in full prior to the course commencing.
- 3) Once a booking is confirmed, the following conditions will apply in respect of course cancellations. Cancellations are required in writing and will apply from date received. Bank Holidays and Weekends are not included on time limits:
  - \* For cancellations made 15 working days or more before the course start date, full refund of course fee will be issued.
  - \* For cancellations made more than 10 working days before the course start date: 50% refund of course fee on cancellation.
  - \* For cancellation made less than 10 working days before the course start date or non-arrival, full fee is payable.
- 4) QEHS reserves the right to cancel, alter or re-arrange courses for any reason including a lack of attendees; in which event attendees will be transferred to other courses or monies paid fully refunded.

*I can confirm that I have read and understood the terms and conditions.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for your booking and we hope you enjoy your course.