

Short Course Booking Form

In order to reserve your place on a course, you must complete and return this booking form to the address below. Places cannot be reserved without prior booking via this form.

Name of Course:

Tutor Name (if known):

Course Date:

Personal Details:

Name: Job Title:

Address:

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Postcode:

Tel: Fax: Email:

I enclose a cheque for £..... (payable to London Metropolitan University)

I prefer to pay by Credit / Debit Card, please contact me for the details of this

Please invoice the organisation Order No. / Reference:.....

Company address if different from above:

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Signature: Date:

NB Course fees should be paid at time of booking. Longer-term professional courses can, if required, be paid in two instalments: the first (50%) at time of booking, with the remainder to be paid at least 3 weeks before the start of the course. Courses will only run with a minimum number of participants. The number will depend upon the nature of the short course.

We regret that course fees are not normally returnable unless notice is received 3 weeks or more before the course commences. If you cancel for any reason with less than three weeks notice, we will try to offer you an alternative place on a suitable course or a subsequent programme. We cannot refund your fee.

We always hope to run our courses as advertised. If, due to circumstances beyond our control, a tutor is unavailable, we reserve the right to either substitute a new tutor or cancel at short notice. If we have to cancel, we will fully refund your fee, however we cannot be responsible for any travel or accommodation expenses you may lose as a consequence.

Further information at: www.londonmet.ac.uk/jcamd/courses/short-courses

Please return this form (or photocopy of it) to **Adam Bradley** at the following address:

**Room BPM23, Sir John Cass Department of Art, Media & Design,
London Metropolitan University, Holloway Road, London, N7 8DB**

Tel: 020 7133 2248 Fax: 020 7133 2184 E-mail: a.bradley@londonmet.ac.uk