

Schools' Information Systems Team

Course Booking Form

SIMS Training Courses

Course Details

Please photocopy for other delegates & courses

Course Title _____

Course Code _____ Venue _____

Course Date _____ Time _____ Duration _____

Course Costs

- ½ day - £37.50 1 day - £75 2 days - £150
 4 days - £300 Free - £0

Delegate Details

Full Name _____

Job Title _____

School Name _____

Email Address _____

Tel No _____

Fax Number _____

Authorised Signature _____

Name (Block letters please) _____

Date _____

How to Book



Fax this form to:
020 8836 8262



Post this form to:
Bexley Council
Information System's
Team
Room 120
Hillview, Hillview Drive
Welling, Kent
DA16 3RY

Cancellation Policy

If you wish to cancel your booking you will be required to fill out and return a Cancellation form. Also the following charges will apply:

- 14 - 27 Calendar Days Notice - **25% Charge**
- 4 - 13 Calendar Days Notice - **50% Charge**
- 3 Calendar Days or Less Notice - **Full Charge**