

UNIVERSITY OF CHICHESTER
SPORTS ACTIVITY AND RESEARCH CENTRE
COURSE BOOKING INFORMATION

BOOKING ON THE COURSE AND PAYMENT

- We do not reserve places
- The receipt of cash or cheque (card payment unavailable) will entitle you to a place on a course.
- We cannot invoice you personally but can invoice your employee/sports club
- These must be paid before the commencement of the course

WHAT YOU SHOULD DO

- COMPLETE THE COURSE BOOKING FORM AND SEND PAYMENT
- COMPLETE THE INVOICING BOX IF APPLICABLE
- READ AND SIGN THE CANCELLATION POLICY

FOR INVOICING ONLY

School/Company/Sports Club (if applicable)

Address

Contact tel. no

CANCELLATION POLICY

- All courses require a minimum number in order to run.
- In the unlikely event of a course cancellation by us, we will give the earliest possible notice to all candidates. Full refunds will be issued or candidates will be transferred to another course.
- If candidates cancel a booking more than 7 days before the start of the course. Any costs incurred by SARC will be charged to the candidate, **plus** an administration fee.
- If candidates cancel a booking with less than 7 days before the start of the course, **No refunds will be given.**

I have read the cancellation policy and agree to abide by the conditions.

Print Name:

Signature:

Date:

**University of Chichester, Sports Activity & Research Centre, Bishop Otter
Campus, College Lane, Chichester, West Sussex, PO19 6PE.**

Web: www.chiuni.ac.uk Tel: 01243 816382



SPORTS COACHING COURSE BOOKING FORM

NAME:
ADDRESS (where certificate should be sent): POSTCODE:
HOME TELEPHONE: MOBILE TELEPHONE:
EMAIL:

Please fill in the title, date and price of the course from the Sports Coaching Courses Information 2009-10.
Send cash or cheque to the address below. We will contact you to confirm your place on the required courses. In the event of a course cancellation by us refunds will be made.

	COURSE TITLE	DATE	PRICE	
			£	p
1				
2				
3				
4				
		TOTAL		

Please make cheques payable to '*University of Chichester*'

For official use only:	
Staff Sign:	
Total Paid: Cash / Cheque	
Receipt No:	

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