

**IN-HOUSE TRAINING BOOKING FORM**

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| **Name** |  | | |
| **Job Title** |  | | |
| **Organisation** |  | | |
| **Address** |  | | |
|  | | |
| **Town/City** |  | **Postcode** |  |
| **Email** |  | | |
| **Telephone** |  | | |

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| --- | --- | --- | --- | --- |
| **Course Title(s)** | **Numbers** | **Date(s)** | | |
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☐ I am an ARC member ☐ I am not a member of ARC

**PAYMENT**

☐ I enclosed a cheque (cheques must be made out to ARC Ltd)

☐ Please invoice

*All invoices will be sent to your line manager.*

Name:

Address:

Please return completed booking form to:

🖂 Training Department, ARC (NI), Wildflower Way, Boucher Rd, Belfast BT12 6TA

🖰 training.ni@arcuk.org.uk

**Cancellation charges will apply.** For any queries or additional information please call 028 9038 0960

**BOOKING ARRANGEMENTS & CANCELLATION CHARGES**

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| Booking arrangements | ARC In-House training can only be secured by completing the appropriate booking form which is available on request from the Training Department at the ARC (NI) office.  Tel: 028 9038 0960  Email: [training.ni@arcuk.org.uk](mailto:training.ni@arcuk.org.uk) / [louise.hughes@arcuk.org.uk](mailto:louise.hughes@arcuk.org.uk)  **Please Note: Booking forms are used for invoicing purposes and it is essential line management authorisation is provided, if required.** |
| Payment | On completion of the course an invoice will be issued and payment can be made with by cheque or BACS payment. |
| Your cancellation charges | If the agreed date(s) become unsuitable, you must give ARC at least 3 weeks notice. You may rearrange by prior agreement with ARC alternative dates, free of cancellation fees.  If your organisation is unable to give 3 weeks notice, the cancellation charges are as follows.  **Cancellation charges - training courses**  10 working days before the course: 50%  5 working days before the course: 100% |
| ARC’s cancellation | In the case of a course cancellation by ARC, an offer of an alternative date will be provided and if this is no longer desired, a credit note or a full refund will be given. |
| Venue unless otherwise stated | ARC (NI)  Ash Grove  Wildflower Way  Boucher Road  BELFAST BT12 6TA  Tel: 028 9038 0960 |
| Costs | Full Day Session  ARC Member: £650.00  Non-Member: £900.00  For a quote on bespoke training courses, contact Louise Hughes.  *Booking more than one in-house course will save your organisation money as you will receive a discount on the more courses you book with us.*  Louise Hughes Email: louise.hughes@arcuk.org.uk  Training Co-ordinator Tel: 028 9038 0965 / 9038 0965 |