

# LEICESTERSHIRE HIGHWAYS TRAINING CENTRE

Gallow Field Road, Market Harborough, Leicestershire, LE16 7QX

Tel: 01858 464604, Fax: 01858 465619

Email: [nburnage@leics.gov.uk](mailto:nburnage@leics.gov.uk)

Website: [www.leics.gov.uk/trainingcentre](http://www.leics.gov.uk/trainingcentre)



**Leicestershire  
County Council**

Form QA501-1 (July 08)

## Training Booking Form

PLEASE USE BLOCK CAPITALS  
WHERE APPROPRIATE

Please reserve places on the following courses:

### Personal details:

### Course details:

### Course fee:

Candidate surname	Candidate forename(s)	Mr/Mrs Miss/Ms	Course Name	Course Dates	Per Person (£)

**PLEASE READ THE BOOKING TERMS AND CONDITIONS BEFORE COMPLETING THIS FORM**

Company/Individual name: .....

Company/Individual address: .....

.....  
Postcode: .....

Telephone number: .....

Fax number: .....

Email address: .....

Nature of business: ..... Number of employees: .....

**Your purchase order number** .....

Invoice address (if different from above) .....

Postcode: .....

Contact Name: .....

Position within company: .....

Signature: ..... Date: .....

**Unless agreed in writing by prior arrangement, 20% of total course fee MUST be paid as deposit 4 weeks before the commencement of course or within 5 days upon the confirmation of booking.**

**All cheques must be made payable to: Leicestershire County Council**

**Please return your completed form along with any deposit cheques to:  
Heather Jordan, Leicestershire Highways, Arbor Road, Croft, Leicester LE9 3GE**

# LEICESTERSHIRE HIGHWAYS TRAINING CENTRE

Gallow Field Road, Market Harborough, Leicestershire, LE16 7QX

Tel: 01858 464604, Fax: 01858 465619

Email: [nburnage@leics.gov.uk](mailto:nburnage@leics.gov.uk)



**Leicestershire  
County Council**

Form QA501-2(July 08)

## Booking & Cancellation Terms & Conditions

1. Booking enquiry can be made by e-mail, fax, letter or telephone. A fully completed training booking form is required before we proceed to further booking procedures.
  2. 20% of total course fee should be paid 4 weeks prior to the course or within 5 days upon the confirmation of booking. The rest of payment should be made within 28 days upon the completion of course.
  3. If for any reason your course needs to be cancelled and you are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:
    - Cancellation within 4 weeks of the course start date, the 20% deposit will be forfeited.
    - Cancellation within 2 weeks of the course start date, 60% of the course fee will be charged (additional 40% of total course fee on top of deposit).
    - Cancellation less than 1 week prior to course start date, 100% of the course fee will be charged (additional 80% of total course fee on top of deposit).
- Cancellation or Transfer must be made in writing and received by Leicestershire Highways Training Centre as early as possible.
4. If you do not attend a course, and have not previously informed us, the full course fee remains payable.
  5. If you arrive late for a course, or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.
  6. LHTC reserves the right to cancel any course if there are insufficient numbers to run a viable course. In such circumstances you will be given as much notice as possible and the offer of a free transfer to another course date or the refund of any payment.
  7. If any person(s) are disruptive to the rest of the class, the candidate, at the discretion of the Training Centre staff, will be instructed to leave the premises.
  8. Having read this statement and in submitting this booking form for the training course, I understand that Leicestershire Highways does not accept liability for any loss, damage or injury of any kind resulting from acts or omissions, defect or inaccuracy in the information contained within this training course.