**EAUC Professional Development Programme Booking Form**

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| --- | --- |
| **Event Title:** |  |
| **Event Date:** |  |
| **Name:** |  |
| **Institution:** |  |
| **Institution Address:** |  |
| **Job Title:** |  |
| **Tel No:** |  |
| **Email:** |  |
| **Dietary Requirements:** |  |
| **Access Requirements:** |  |

**Payment Method**

*Please tick one option:*

Fee: [ ]  £160 – Early Bird EAUC Member [ ]  £175 – Standard EAUC Member

 [ ]  £260 – Early Bird Non-Member [ ]  £275 – Standard Non-Member

[ ]  **Cheque** - enclose a cheque made for £160/260\* payable to the ***‘EAUC’***

[ ]  **Invoice** – Notify us of the address to whom the invoice should be raised or send us a Purchase Order detailing institution and address. Note that you will have to request fast payment by your Accounts department to secure your place.

[ ]  **Credit Card** – to pay using a credit/debit card go to the Shop at [www.eauc.org.uk](http://www.eauc.org.uk)

**Please return this form and payment (if applicable) to:**

\*Join EAUC now to receive the Member Discount!

Find out more about the many benefits of Membership at [www.eauc.org.uk](http://www.eauc.org.uk)

EAUC

University of Gloucestershire

The Park

Cheltenham

GL50 2RH

info@eauc.org.uk

### Conditions of Booking

Reservation and attendance on this course is subject to full payment up front. Refunds are only made if cancellation is received up to 14 days prior to the event and will be subject to a £50 admin fee. Places can be transferred to someone else free of charge. Confirmations will be sent once payment has been received.

EAUC reserve the right to cancel the course if there are insufficient paid bookings. In this instance, monies will be refunded in full. The Early Bird offer is only available 4 weeks prior to the event – bookings made after this date will be charged the Standard fee.