Application details (please complete a separate form for each applicant):

|  |  |  |
| --- | --- | --- |
| **Title** (Mr/Mrs/Miss/Ms/Dr) | **Forename(s)** | **Surname** |
|  |  |  |

|  |  |
| --- | --- |
| **Position** | **Company** |
| **Telephone** | **Mobile** |
| **Email** |  |
| **Contact Address** | **Course Date and Venue** |
|  |  |
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**Course Fees: *£234*** *inclusive VAT* (*£195 excluding VAT*)

*Course Fee includes tuition, lunch, and tea/coffee. Accommodation and other meals are not provided.*

**Payment Method (BACS is preferred):**  **BACS Bank details: The Co-Operative Bank Sort Code 08-92-99, Account No. 69476604  
 Please use your name as the payment reference**

**Cheque (payable to Five Valleys Ecology)**

Early booking is advised as numbers on all the courses are limited to a maximum of six to eight delegates to allow an appropriate level of tuition. If there are more than six to eight delegates, a second course may be run, dependant on numbers.

**Please tell us about any dietary needs / special requirements (e.g. access, mobility etc.):**

|  |
| --- |
| **Terms and Conditions**   1. Participants must have a reasonable level of IT literacy and a moderately well powered laptop (with Wi-Fi) running Windows operating system and pre-loaded with **QGIS 2.8 Long Term Release (for corporate users)**. The Tutor reserves the right to deny training to anyone lacking these resources. Please contact us if you are uncertain of your level of IT literacy. 2. In the event that a participant is unable to attend a course after making a booking, a refund shall only be granted if the place can be filled. In this instance a refund will be given less an administration fee of £50 will be retained. 3. Programme and course content may vary from that advertised. 4. If there are not sufficient bookings in advance of the course, we reserve the right to cancel it. We may decide to run the course with lower numbers but this is at our discretion. When a course is cancelled, those enrolled will receive a full refund of the course fee. 5. Any liability on the part of Five Valleys Ecology Ltd (FVE) is restricted to the value of your contract with us. In particular, no liability is accepted for any loss of, or damage to, participants’ property or motor vehicles, or for any loss or injury sustained while travelling in those vehicles, or any public or other transport utilised to or from the Course, or during the Course. FVE will not accept liability for any loss, damage or expense of a participant, which is due wholly or in part to adverse weather conditions, industrial dispute, or any other cause beyond the control of FVE. 6. All the above Terms and Conditions are accepted on booking. |

**Please send completed Booking Forms preferably by email to** [**tim.smith@fivevalleysecology.co.uk**](mailto:tim.smith@fivevalleysecology.co.uk) **or alternatively by post to:**

Five Valleys Ecology Ltd

5 St Brendans Road

Stroud

GL5 1PB

T: 01453 759306 M: 07732 397984

**Other Information**

**Venues and Locations**

**Please check our website at** [**www.fivevalleysecology.co.uk/training**](http://www.fivevalleysecology.co.uk/training) **for further information on venues and locations**