



## Course Booking Registration Form

### Hello!

We are delighted that you have chosen to attend one of our courses and hope you will enjoy it as well as find it informative and developmental. Please fill in this registration form and send it to us on [info@ncbc-uk.com](mailto:info@ncbc-uk.com).

Upon receipt of this form we will contact you to let you know that your space has been reserved for 14 days and will only be fully confirmed upon receipt of payment (information below). If you need an invoice in order to raise a PO number please contact us asap so we can get this information across to you.

We thank you in advance for your participation and we look forward to the opportunity of working with you. Please do get in contact if we can assist you with any information prior to the course and we will be pleased to answer any questions you have.

Kind Regards

Kendelle Bond

Director

National Centre for Behaviour Change

## Course Registration Form

<b>What is the course you would like to attend?</b>	
First Name	
Surname	
Workplace/Organisation	
Position	
Address	
Email Address	
Telephone Number	
Line Manager (Optional)	
Line Manager's Contact Details (Optional)	
Do you have any accessibility requirements?	
Do you have any specific requests/allergies/health needs?	
Any Other Information	

## **Payment Details**

Please would you complete the details above and return to us via email ([info@ncbc-uk.com](mailto:info@ncbc-uk.com)) including the course fee, to secure your place. Payment is most easily made NCBC via BACS using the bank details below. When making the BACs payment please can you use the payment reference of your surname. Please note that only 25% of the course fee is refundable due to restraints on participant numbers and only with a minimum 48 hours notice given. If we need to cancel the course due to low participant numbers or for any reason then a full refund will be issued.

Thank you in advance for your request to book on this course, from all of us at National Centre for Behaviour Change, we look forward to delivering your training in the near future.

**Barclays PLC,**

**Sort-code:** 20-74-63,

**Account Number:** 53291960