### PLEASE COMPLETE AND SEND BACK TO THE CLIENT COORDINATOR

Cranfield School of Management, Cranfield, Bedford, England MK43 0AL. For multiple applications please photocopy this booking form, or contact the Client Coordinator. Book online or download booking forms from www.cranfield.ac.uk/som/executive

# **BOOKING FORM**

## PLEASE WRITE IN BLOCK CAPITALS

Programme Title

Programme Dates: From To

	Title	Initial(s)	First Name		Surname					
DELEGATE DETAILS	Nationality		Are you fluent in English?	Yes	No	Date of Birth	/	/	Male	Female
	Department				Job Title					
	Your present level of responsibility:									
	Chief Executive/President/Chairman				Managing Director/Director of Board/Senior Partner					
DEL	General, Divisional, Senior Manager/Partner				Function Manager/Middle Manager/Associate					
	Direct Telephone				Mobile					
	Direct Fax				Email					
DETAILS	Organisation			Address						
ORGANISATION DETAILS	Town		County		Country			Post/Zip	code	
	Switchboard Telephone			Switchboard Fax						
ORC	Primary Industry Sector				Parent Company Name					
JOINING INFORMATION	A web link for your joining instructions will be sent to you by email approximately four weeks prior to the programme start date.  Please specify the email address you would like this sent to:									
	Your career history: Please provide a brief description of duties and responsibilities in current position or attach CV.									

Number of employees reporting to you 
Number of years in present position

Please list your previous employment with dates (starting with the most recent):

Organisation Job Title From To

Organisation Job Title From To

Pre-programme expectations: Please state the specific benefits you expect to gain from this programme. (Continue on a separate sheet if necessary)

Mailing Article in publication - publication? Search engine (Please specify)  Email Marketing Recommendation (By whom?) Name Job title  Payment terms  Payment is required no later than eight weeks before the course starts, or immediately for bookings made within eight weeks of the beginning of the course. A VAT invoice will be sent on receipt of payment or shortly before the programme. If your organisation is registered for VAT, please give VAT number:	
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PLEASE COMPLETE THE PAYMENT METHOD BELOW	
<b>Authorisation and Payment Details</b> (This section should only be completed by a person with appropriate purchasing authority) I have read and accept the Booking Conditions and understand that I/the Organisation will become liable for charges including cancellation and transfer charges if applicable.	
Signature Date	
Title Initial(s) First Name Surname	
Job Title Organisation	
Address County	
Country Post/Zipcode	
Payment Method (tick as appropriate)	
Cheque. Enclosed is our cheque for £ (including VAT)	
Please make cheques payable to: Cranfield Management Development Ltd.	
Credit Card. Please note that we only accept Visa, Mastercard and American Express and credit cards will be debited within 7 days of your acceptance on the course.	
Please debit my: Visa Mastercard American Express Amount £ (including	y VAT)
Card Number:	
Card Security Code: Valid From: / Expiry Date: /	
Cardholder's Name: Cardholder's Signature:	
Please invoice my organisation. Is a Purchase Order number required on the invoice? No Yes If yes, PO No.	
Name and address to which the invoice should be sent if different from delegate:	
Send to delegate Send to different address, details given below:	
Title Initial(s) First Name Surname Job Title	
Organisation Name Address	
County Country Post/Zipcode	
Data Protection Act 1998: By returning this form you consent to Cranfield Management Development Limited processing data about you. We will store the information for provision of services, administration and analysis of sales data. We may also share this information with Cranfield University and Cranfield School of Management Alumni Network for the above purposes. In the future we may write to, or email you with information about our products and services.  We do not pass your details to third parties to use. If you do not wish to receive further communications from us please tick this box.	

Cranfield School of Management would like to ensure that our future email communications with you are conducted in the most efficient manner possible. In order to do so, please tick the following box if you would like to be kept informed about programmes and services offered by Cranfield Management Development Ltd by

email  $\square$ 

How did you first hear about this programme?

# FOR FULL TERMS AND CONDITIONS PLEASE SEE OUR WEBSITE WWW.CRANFIELD.AC.UK/SOM/EXECUTIVE/TC

### **CANCELLATION CHARGES**

Our contract with you commences when we write to confirm that we have accepted the delegate onto the appropriate programme. If you find that you are unable to attend for any reason then you may cancel, transfer to another programme or transfer your booking to an alternative suitable delegate, subject to the following conditions:

All cancellations must be notified in writing to the Client Co-ordinator. Cancellations will only be effective from the day of receipt. Cancellations will be subject to the following charges:

Notice Period	% Booking Fee Charged
43 days or more	0
42 – 29 days	25
28 – 15 days	50
14 days or less	100

For cancellations received after the first module of a modular **programme**, the entire fee will be retained. Administration fees apply to refunds. Please check www.cranfield.ac.uk/som/executive/tc for details.

**Transfer booking to an alternative suitable delegate.** You may transfer your booking to an alternative delegate who meets the criteria for the programme, up to the first day of the programme, at no extra charge.

**Transfer booking to another programme.** You may transfer your booking up to 43 days before the start of the programme at no extra charge. If you wish to transfer after this, and at any time up to the first day of the programme, the following scale of charges will apply:

Notice Period	% Booking Fee Charged				
42 – 29 days	20				
28 - 15 days	35				
14 days or less	50				

Transfers to a course with a higher fee than the original (either a different course, or a future date where the course fee has been increased), the higher fee will apply.

Cranfield School of Management's Open Executive Programmes are provided by Cranfield Management Development Limited, a wholly owned subsidiary of Cranfield University.

Occasionally, other accommodation is used as an alternative to Cranfield Management Development Centre, in which case this is made clear in the joining information.

CRANFIELD SCHOOL OF MANAGEMENT RESERVES THE RIGHT TO AMEND THE PUBLISHED PROGRAMME.