

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

DELEGATE DETAILS

Title	Initial(s)	First Name	Surname
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	
General, Divisional, Senior Manager/Partner		Function Manager/Middle Manager/Associate	
Direct Telephone			Mobile
Direct Fax			Email

ORGANISATION DETAILS

Organisation		Address
Town	County	Country Post/Zipcode
Switchboard Telephone		Switchboard Fax
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)

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.