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 Date	s: From			То					
	Title	Initial(s)	First Name		Surname					
	Nationality		Are you fluent in English?	Yes	No	Date of Birth	/ /		Male	Female
	Department				Job Title					
	Your present leve	l of responsibility:								
	Chief Executi	ive/President/Chair	man		Managing I	Director/Director	of Board	d/Senior P	artner	
	General, Div	isional, Senior Ma	nager/Partner		Function Ma	anager/Middle N	lanager/	'Associate		
	Direct Telephone				Mobile					
	Direct Fax				Email					
	Organisation				Address					
	Town		County		Country			Post/Zipo	code	
	Switchboard Tele	phone			Switchboard	d Fax				
	Primary Industry S	Sector			Parent Com	ipany Name				
	A web link for yo	ur joining instructio	ns will be sent to you by err	nail approx	timately four	weeks prior to th	e prograr	mme start	date.	
ONNIA		, ,	u would like this sent to:		2	·				
1	-									

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 rece	ent):					
Organisation	Job Title		From	То			
Organisation	Job Title		From	То			

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

How did you first hear about this programme?

Insert in a magazine	Advertisement - publication?	Training directory (Please specify)
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:

PLEASE COMPLETE THE PAYMENT METHOD BELOW ...

Authorisation and Payment Details (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 approp	oriate)						
Cheque.	Enclosed is or	ur cheque for £		(including VAT)				
Please make che	ques payable to): Cranfield Manage	ement Developn	nent Ltd.				
Credit Card.		nat we only accept Visa stance on the course.	, Mastercard and A	merican Express an	nd credit	cards will b	e debited within	7 days
Please debit my:	Visa	Mastercard	American Express	i	Amour	nt £		(including VAT)
Card Number:								
Card Security Co	de:		Valid From:	/			Expiry Date:	/
Cardholder's Name:				Cardholder's Sigr	nature:			
Please invoice	e my organisati	on. Is a Purchase Ord	er number required	d on the invoice?	No	Yes If yes	, PO No.	
Name and addre	ss to which the	invoice should be sent	if different from	delegate:				
Send to dele	gate	Send to different a	address, details give	en below:				
Title Initia	al(s)	First Name	Surnam	е		Job Title		
Organisation Na	me		Address					
			County			Country	Post/Zipo	ode

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 the 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

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.