

**One Day Training:**

Responding to Female Genital Mutilation: Training for Professionals and Frontline Staff.

Friday 20<sup>th</sup> October 2017- 10:00pm - 4.45pm

<b>General enquiries:</b> 0208 960 4000 <a href="mailto:Yvette@forwarduk.org.uk">Yvette@forwarduk.org.uk</a>	<b>Training Venue:</b> NCVO 8 All Saints Street, London, N1 9RL
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Delegate details; please fill in the table below (please print):

<b>Title (Mr/ Mrs/ Miss/Ms)</b>		
<b>Name</b>		
<b>Job Title</b>		
<b>Organisation</b>		
<b>Email Address</b>		
<b>Phone Number</b>		
<b>Address</b>		
<b>Company No:</b>	<b>Charity No:</b>	<b>VAT No:</b>
<b>Where did you hear about us?</b>		

**The cost of this one day training is £150.00 (including OCN registration).**

Lunch and refreshments will be provided.

**Payment should be made prior to the event by cheque or by BACS:**

Banker: Unity Trust Bank

Account Name: Foundation for Women's Health Research and Development (FORWARD)

Account Number: 20202707 Sort Code: 60-83-01

Please invoice my organisation. Your PO/ref no. if applicable \_\_\_\_\_

Please find cheque enclosed for the amount of £ \_\_\_\_\_

Please find BACS remittance advice attached for the amount of £ \_\_\_\_\_

**Please send all correspondence and cheques to:**

FORWARD, Suite 2.1 Chandelier Building, 2nd Floor, 8 Scrubs Lane, London NW10 6RB United Kingdom

**Data Protection:** By entering your details in the fields above, you agree to allow FORWARD to contact you regarding our products and services. If you do NOT wish to receive such communications, please tick

**Booking Condition:** Your place will be confirmed upon receipt of completed booking form. Payment must be received before the training date. Booking Closes on 20<sup>th</sup> October 2017

**Special arrangements:** If you have any special requirements such as wheelchair access, please let us know in advance by contacting Yvette Robbin Coker on 0208 960 4000 or via email: [Yvette@forwarduk.org.uk](mailto:Yvette@forwarduk.org.uk)

**Registrations cannot be processed without a signature.**

**I have read the registration policy above and agree with terms and conditions overleaf**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Terms and Conditions of Training

### 1. COURSE BOOKINGS

Bookings may be made by telephone but must be confirmed in writing by completing the booking form which can be mailed to FORWARD electronically or posted. Please indicate method of payment in booking form i.e. if you require an invoice to be sent to your organisation.

### 2. PAYMENT TERMS

Fees may be paid at booking by requesting an invoice. For payment by invoice payments is expected 30 days from the date of invoice or prior to the course start date, which is sooner.

### 3. CANCELLATIONS

If you cancel your booking the following notice is required:

- A week prior to the course start date – **NO CHARGE**
- Less than a week's notice – **25% of course fee**
- Cancellations made at 48 hours - will be charged 50% of the delegate fee.

The full course fee will be retained by FORWARD if you do not attend a course and you have not previously informed us otherwise.

On occasion, unforeseen circumstances may require us to cancel a course. In such cases, FORWARD will give as much notice as possible and either a free transfer to another course or full refund of fees paid.

### 4. LATE ARRIVAL/MISSED SESSIONS

If you arrive late for a course or are absent from any session, we reserve the right to refuse your entry for training, if we feel you will gain insufficient knowledge or skill in the time remaining. All are required to meet the full number of hours unless prior arrangements have been made. In all such cases the full course fee remains with FORWARD.

### 5. ACCREDITATION/CERTIFICATION

As an accredited course, participants who wish to get an accredited certificate must complete and submit the FORWARD coursework which should be done in booklets provided and submitted on the date stipulated. Late submissions will not be encouraged except in extreme cases.

All participants will be given a certificate of attendance by FORWARD.

Accredited certificates are mailed directly to participants upon meeting the criteria.