Event booking form

Only for TS/CPD events with references ending in E, G, H or M

This form **must only** be used if you can't book online. Do not return it if you have booked online.

Event details

Please complete in black ink

Ref code

Date

Subject

Location

Booking option *

Booking option *

Delegate fee * £

* If applicable

Centre/School details

Centre/DCSF number

Centre/school name

Centre/school address

Postcode

Centre/school telephone number

Delegate contact details

Delegate surname

First name

Title

Role

Please select from: CPD Leader, Curriculum Manager, Diploma Coordinator, Examinations Officer, Head of Centre, Key Stage 3 Coordinator, Key Stage 4 Coordinator, Local Authority Advisor, SENCO, Subject Head, Teacher.

e-mail address

Those providing an e-mail address will receive responses via e-mail.

In all cases we will send you updates on services and initiatives relating to subjects in which you have shown an interest.

At AQA we would also like to send you details of other products and services. Please tick here ☐ if you do not wish to receive such information. For our Privacy and Fair Processing Statement, see **aqa.org.uk/privacy**

Preferred method of contact (tick box) e-mail ☐ post ☐

Please tick box if payment is required ☐ Purchase order/ref number

Special dietary/access requirements

Fax to: 01483 455 736 **or post to:** AQA Teacher Support, Guildford, Surrey GU2 7XJ

Terms and Conditions

AQA:

- will acknowledge your booking and confirm venue details via e-mail or letter
- reserves the right to re-schedule/cancel an event (with as much notice as possible)
- is not responsible for associated delegate/centre costs incurred when booking or attending an event or arising from event postponement/cancellation.

For a credit, cancellations must be received by AQA in writing or by telephone at least seven days before the event. If you have booked a place but cannot attend a course, please let us know so we can offer your place to someone else.

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