



School Library Association

BOOKING FORM FOR SLA TRAINING

(September 2018 to July 2019)

Please complete one form for each person/course. You may photocopy this form as often as you wish.

Please complete all parts of the form in BLOCK CAPITALS

MR/MRS/MISS/MS First Name _____ Surname _____

NAME OF SCHOOL _____

ADDRESS FOR
CORRESPONDENCE _____

POSITION HELD _____

TELEPHONE NUMBER Work _____

Home (for emergency use only) _____

EMAIL _____

SPECIAL REQUIREMENTS _____

e.g. Dietary or physical

Title of Course _____

Venue _____ Date _____

COURSE FEE including lunch/refreshments £ _____ +VAT

SLA member/non-member (please delete as appropriate)

I enclose payment of/official order for invoice £ _____ Voucher code if applicable _____

(Please make cheques payable to the School Library Association)

To pay by VISA/Mastercard, by BACS, or to pay in Euros, please contact the SLA office for information.

Please tell us how you heard about this course _____

SIGNED _____ DATE _____

HOW TO BOOK

Fax to 01793 481182

Telephone 01793 401153

Post to School Library Association
1 Pine Court, Kembrey Park
Swindon
SN2 8AD

Email courses@sla.org.uk
Please include all the above booking details

Online www.sla.org.uk/course-bookings

Applications will be processed and places will be confirmed in writing

OFFICE USE received _____ paid _____

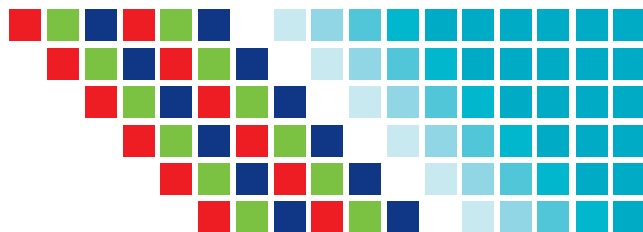
Acknowledged Receipt / invoice / questionnaire / travel directions sent _____

Receipt/invoice number

Our ref. (member/non-member)

Web
BKG

Training 2018–19



COURSE FEES

All courses run for a full day and fees include lunch and refreshments:

SLA members **£105.00**

Non-members **£165.00**

SLS members **£135.00** (applies to delegates who are non-members but are members of the School Library Service in the area where the course is taking place)

A second delegate from the same school (accompanying a full paying individual):

SLA members £70.00 / SLS members £80.00 / Non-members £90.00

A **discount** of £15 will be given on all the above prices for bookings received up to four weeks before the course date.

In exceptional circumstances, we can arrange for payment for courses to be deferred to your next financial year.

VAT at Standard Rate applies to all course fees.

HOW TO BOOK

Complete and submit the booking form:

by post to

**School Library Association
1 Pine Court
Kembrey Park
Swindon
SN2 8AD**

by fax to

01793 481182

Book on-line:

www.sla.org.uk/course-bookings

Book by telephone:

01793 401153

Book by email:

courses@sla.org.uk

If booking by email, please include:

Your name / name of school

Invoicing address / telephone / email address

Details of the course and venue you wish to attend

Details of any special dietary or access requirements

Applications will be processed and places will be confirmed to you in writing.

Cancellations by delegates

Cancellations received up to 10 working days before the course date are refundable minus £15.00 administration charge. After that, cancellations are subject to 50% of the course fee. If you do not cancel or attend, the full fee will be charged. Please contact the SLA office if you wish to send a substitute delegate.

Cancellations by SLA

Unfortunately the SLA cannot accept responsibility for any incidental expenses incurred by delegates for courses which are cancelled due to lack of take-up or other unforeseen circumstances.



School Library Association

**Updates and amendments at:
www.sla.org.uk/regional-courses**

I Pine Court, Kembrey Park

Swindon SN2 8AD

Tel: 01793 530166 Fax: 01793 481182

Email: info@sla.org.uk Web: www.sla.org.uk

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