

# Sunfield Professional Development Centre

*a department of Sunfield School*

Clent Grove, Clent, Nr. Stourbridge, West Mids. DY9 9PB

Tel: 01562 883183; Fax: 01562 881316; email: pdc@sunfield.worcs.sch.uk

## APPLICATION FORM

*to secure your place, please complete all sections & return to Sunfield PDC (address above)*

<b>COURSE TITLE:</b>			
<b>Course No: PDC/</b>	<b>No of places required:</b>	<b>Cost: £</b>	<b>Date:</b>
<b>Full Name(s):</b> (inc. Mr. Mrs. etc)			
<b>Postal Address:</b>			<b>Post Code:</b>
<b>Invoicing Address:</b>			<b>Post Code:</b>
<b>Tel No:</b>	<b>Fax No:</b>	<b>e mail:</b>	
<b>Occupation:</b>			
<b>Special Requirements:</b> (i.e. dietary, access etc.)			
<b>Signature:</b>			<b>Date:</b>

*Confirmation of your booking(s) will be made within 14 working days - Please make cheques payable to Sunfield Children's Homes Ltd  
CANCELLATION of a course must be received in writing at least 10 working days prior to the course date, otherwise the following costs will be incurred (50% of the course fee will be payable for cancellations received between 10 & 6 working days prior to course date, with 100% of the fee being payable for cancellations received later or for non attendance. We are happy to accept substitute delegates.*

*In the event of unforeseen circumstances we reserve the right to cancel or alter parts of the programme.*

### TO PAY BY CREDIT CARD (N.B. an additional charge of £1.50 is made per transaction)

<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa/Connect/Delta	<input type="checkbox"/> Maestro/Switch - Start date:	<input type="checkbox"/>	<input type="checkbox"/>
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<b>CREDIT/DEBIT CARD NO:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>EXPIRY DATE:</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<b>ISSUE NUMBER (if shown):</b> <input type="text"/>	<b>3 DIGIT SECURITY NO (last 3 numbers from back of card)</b> <input type="text"/> <input type="text"/> <input type="text"/>
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*If the card holder's details differ from the information listed on the application form (above) please list the following details overleaf: Title, Initials, Surname, Address, Telephone Number & email*

<b>Signature of Cardholder:</b>
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<b>For office use only</b>	
<b>Invoice No:</b>	<input type="text"/>
<b>A/c ref:</b>	<input type="text"/>
<b>Payment method:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>