**E-ICT Course Application Form**

**Course Details**:

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| --- | --- |
| Course Number: |  |
| Course Date: |  |
| Course Title: |  |

**Your Details**: (only one applicant per application form please)

|  |  |
| --- | --- |
| Title: |  |
| Forename: |  |
| Surname: |  |
| Job Title: |  |
| School Name: |  |
| School Address: |  |
| School Postcode: |  |
| School Telephone Number: |  |
| Your School Email Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **This course has been approved by your line manager.**  By ticking **Yes** you are accepting the conditions stated overleaf. | | Yes |  |
| **Signature:** |  | | |

**Refreshments**:

For half day courses refreshments will be provided.

For full-day courses refreshments will be provided but **not** lunch

|  |  |  |
| --- | --- | --- |
| I would like a vegetarian / Halal option: | Yes |  |
| I am a diabetic: | Yes |  |
| Please state any other dietary requirements: | | |

**E-ICT Course Application Form continued…**

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| **Chargeable Courses Acceptances**  Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.  **Cancellations**  Please note that the full fee will be charged unless cancellations are made in writing and received by us at **least three working days** before the start of the course.  Courses will be invoiced directly to your school. |

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| **Non-Chargeable Courses / Overviews**  Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing |

Courses can be booked in one of four ways:

1. Send an email to [educationict.helpdesk@bradford.gov.uk](mailto:educationict.helpdesk@bradford.gov.uk) with the course booking form attached.
2. Send a copy of the course booking form through the envopak.
3. Post by external mail.

The address to send course application forms to is:

Education ICT – Course Application

4th Floor, Margaret McMillan Tower

Princes Way

BD1 1NN