

# Training application form



Course title	
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Course date(s)	
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Name		Job title	
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Organisation	
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Address	
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Telephone		Fax	
Email		Website	

Course acknowledgements and joining instructions will be sent via email.  
If you require this information by post, please tick here

## Course fee:

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WCVA member - please quote your membership number \_\_\_\_\_  
(for information on WCVA membership and benefits please contact WCVA Helpdesk 0800 2888 329 email help@wcva.org.uk)

- Name and address for invoice (if different from above)

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- Do you have any other requirements, *e.g.* access, diet, communication etc?

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For office use only - Application acknowledged

**Before returning your application, please complete the following checklist:**

Have you checked the course aim, learning objectives and other details to check it will meet your training needs?

Have you provided full contact details, including an email address for each delegate?

Have you notified us of any specific needs you may have e.g. interpreters, access requirements, diet etc?

Have you read and understood the booking and cancellation policy, including terms and conditions?



**Data Protection Act 1998.** The above details are held and processed by WCVVA on computer. The forms are kept manually. The information is used by WCVVA for the administration of the training course and for the monitoring and promotion of the voluntary sector in Wales. Details are disclosed to course tutors; contact details are available for other course attendees.

The data may be considered as sensitive personal data where the organisation is involved with matters relating to race, ethnic origins, politics, religions or similar beliefs, physical, mental health or sexual life.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return to:

**WCVVA Training**  
Baltic House, Mount Stuart Square, Cardiff CF10 5FH  
**Telephone: 0800 2888 329**  
**Fax: 029 2043 1701**

**[training@wcva.org.uk](mailto:training@wcva.org.uk)**

Registered charity number 218093/Company Limited by Guarantee 425299/Registered in Wales June 2005

# Terms and conditions



## Bookings

- Delegates will be allocated a place once a completed WCVA booking form has been received.
- Delegate places on events/ training courses will be allocated on a first come, first served basis. Completing a booking form does not guarantee a place.
- Telephone bookings are not accepted

## Acknowledgement / Joining Instructions

- Delegates will receive an acknowledgement e-mail within two weeks of receipt to confirm their booking (subject to availability). If this is not received please contact the WCVA Helpdesk on 0800 2888 329
- Joining instructions will be sent approximately 3 weeks prior to the event confirming the running of the course detailing, date, start/finish times, venue and directions.
- Please contact the Helpdesk if you have not received the joining instructions at least 1 week prior to the event.

## Fees

- Delegate fees contribute towards the costs of administration, the venue, lunch if applicable, trainer expenses and any materials provided by WCVA
- For accredited courses fees will include registration, assessment and certification.
- Details of course fees are obtained on the website at [www.wcva.org.uk](http://www.wcva.org.uk) or in the WCVA training and events annual brochure.

## Cancellation policy – general

- Cancellations or postponement can only be accepted in writing.
- Should WCVA cancel an event a full refund will be made.
- Should delegates cancel or postpone the following charges apply:
  - 22 days or more prior to the event - no fee
  - 15-21 days prior to the event - 50 per cent of course fee
  - 14 days or less (or failure to attend) -100 per cent of course fee

## Cancellation policy:

### Sustainable Funding Cymru Voices for Change Cymru European 3 SETS

- Cancellations or postponement can only be accepted in writing.
- Should WCVA cancel an event a full refund will be made.
- There is a cancellation charge of £25 in the event that the applicant cancels their place 21 days or less prior to the course, or fails to attend

WCVA will endeavour to run all courses as advertised, however, we reserve the right to cancel a course at any time and offer an alternative date or a full refund without any liability for any consequential or indirect loss.



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**By booking onto a WCVA event you are agreeing to the above terms and conditions**