

# Booking form

|                         |  |                               |  |
|-------------------------|--|-------------------------------|--|
| <b>School</b>           |  | <b>Headteacher</b>            |  |
| <b>Address</b>          |  | <b>Headteacher email</b>      |  |
|                         |  | <b>Business Manager</b>       |  |
|                         |  | <b>Business Manager email</b> |  |
| <b>Telephone number</b> |  | <b>School order no</b>        |  |

**Prices:** Please note prices vary between courses. Discounts are offered for extra delegates on the same course.

Delegates:

| Course | Title | Forename | Surname | Role | Email address |
|--------|-------|----------|---------|------|---------------|
|        |       |          |         |      |               |
|        |       |          |         |      |               |
|        |       |          |         |      |               |
|        |       |          |         |      |               |
|        |       |          |         |      |               |

**Substitutions, cancellations and refund policy**

Substitutions welcome at any time. Written cancellations made four weeks before the conference date will be subject to a full refund. Written cancellations made two weeks before the conference date will be subject to a 50% refund. Cancellations made less than two weeks before the conference date cannot be refunded. All cancellations must be made in writing. ICTWand reserves the right to alter the programme without notice due to unforeseen circumstances. We also reserve the right in our absolute discretion and without further liability to cancel the programme in which all monies will be refunded. ICTWand safeguard your data. We will endeavour to keep you informed of our other conferences and products where appropriate but will not pass your details on to any third parties.



*Invoices dispatched after booking forms received.  
Payment can be via cheque made payable to ICT Wand or BACS transfer.*

**ICT Wand**  
*Independent consultancy & training*

5 Highdale Road, Scarborough  
North Yorkshire, YO12 6LL  
Mobile: 07921 726580  
[cpd@ictwand.com](mailto:cpd@ictwand.com)  
[www.ictwand.com](http://www.ictwand.com)