



**Fee Paying Acquisition  
Course/Event Application Form**

**College of Management and Technology**

Please complete the application form in capitals with black ink and return to our Bristol training centre.

All boxes must be completed. If you have any questions please contact Customer Services on 0117 9748395.

If you are unable to pay using any of the methods on this form, please contact us via email at [defac-cmt-ab-br-enquiries@dpa.mod.uk](mailto:defac-cmt-ab-br-enquiries@dpa.mod.uk) or phone 0117 9748395 and we will be pleased to advise you.

Once completed and signed please return via email, fax or post. Please see contact details at the bottom of our terms & conditions.

Name of Training Event			
Preferred Event Dates	1:	2:	3:

**PERSONAL DETAILS**

Name in full		Staff No.	
Work Address		Address for correspondence if different from work	
Post Code		Post Code	
Telephone Number (civilian inc STD code)			
Facsimile Number			
Email Address			

Organisation (Please specify company name or ✓ below)				
DSG	DSTL	MET Office	UKHO	Other

Course/Event Name	Course/Event Date(s)	Fee £
		£
Please add VAT to the course fee		VAT @ 17.5% £
		Sub-Total £
Payment is accepted by debit or credit card. Debit & credit card payment details to be completed below		Total £

Address & contact name if paying by invoice:	P.O Number if applicable:

**Payment Details** Please charge to my Debit/Credit Card as follows:

MasterCard      
 Visa/GPC      
 Switch      
 Delta

Card Number

Valid from date      Expiry date      Security code      Issue number (Switch only)

    
        
       

Name (as it appears on the card)

Card holder's address: \_\_\_\_\_ Card holder's phone no: (civilian): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Invoice number	
Authorised by	
Date	

Do you have any special needs/requirements? Please state below

The following information will help us to understand your requirements

Name of Delegate

Current position

Previous experience

Any previous relevant training

Objectives of attending the course

How did you hear about us?

DA-CMT reserve the right to alter details of any course or seminar/event should illness or an emergency prevent a course running. In such circumstances, we would endeavour to provide a substitute of equal standing. Should a course have to be cancelled due to very low enrolment, any participant enrolled on that course will be contacted immediately, and an alternative course place arranged.

## Methods of Payment

Payment of fees must be by one of the following methods:

Switch or Delta debit cards

VISA, MasterCard, EuroCard or Government Procurement Card (GPC)

Please note that we **do not accept American Express or Diners Card**.

Other arrangements can be made for Trading Fund Agencies and other organisations that wish to set up an account with DA-CMT for bulk training days. Setting up such accounts can be discussed by calling the Business Development Manager on +44(0) 117 969 0846.

## Confirming a Booking

When the Customer Service Team receives a completed application form you will receive confirmation by letter of the availability of the date requested, and that the place on the course or event has been secured. Once this has taken place the booking becomes **subject to cancellation terms at the prevailing rate**.

## Cancellation Policy

If for any reason you think you need to cancel your booking please call us on 0117 9748395 and we will be happy to try and help, **but please remember that the following charges will apply if you do cancel:**

More than 28 days before the course/event start date	25% of total fee + VAT.
15 to 27 days before the course/event start date	50% of total fee + VAT.
8 to 14 days before the course/event start date	75% of total fee + VAT.
1 to 7 days before the course/event start date	100% of total fee + VAT.

## Joining Instructions

On receipt of written confirmation (Booking Form) DA-CMT will issue complete joining instructions detailing your participation on the training event. This includes a location map, local hotel information, public transport information and venue details.

## Delegate Substitution

If you want to make a substitution, please call us on 0117 9748395 and we will be happy to help you. One substitution can be made up to 7 days without incurring a penalty. After this a 10% handling charge will apply.

## Programme Dates and Venues

Due to the nature of our training courses and seminars and our commitment to improvement, DA-CMT reserves the right to:

- Change the course, seminar content and/or training deliverer to meet business needs
- Alter or cancel published dates and change venues without liability
- In the event of a cancellation where an alternative cannot be provided, monies received in respect of a course, seminar or room booking where applicable would be refunded in full.

## Contact Details –

Should you wish to discuss your needs further please contact Defence Academy – College of Management and Technology at:

Defence Academy – College of Management and Technology  
Admiral House  
Building 440  
The Avenue  
Bristol Business Park  
Coldharbour Lane  
Bristol, BS16 1EJ

Telephone +44(0) 117 9748395

Facsimile +44(0) 117 974 8301

Website: [www.da.mod.uk/cmt](http://www.da.mod.uk/cmt)