Woodbrooke Booking Form

**For office use only:** CC

Name of course(s) you’d like to attend

Dates (from/to)

Please give details of any extra nightsyou would like to stay:

First Name(s) Last name Name you like to be known by

Address:

 Post code:

Tel. Day:  Evening:

Date of Birth:       Email address:

You may contact me by: Post: Yes [ ]  No [ ]  Email: Yes [ ]  No [ ]

We would like to send your course information by email rather than post. If you are unable to receive your course programme and course information via email please tick this box: [ ]

Tick here if you would like travel directions? [ ]

Dietary requirements: Anything [ ]  Vegetarian [ ]  Veg/Fish [ ]  Vegan [ ]

Non-dairy [ ]  Diabetic [ ]  Gluten Free [ ]  Low Fat [ ]

Intolerances/Allergies:

Are you associated with the Religious Society of Friends (Quakers?) Yes **[ ]** No **[ ]**

If ‘yes’, please state which meeting you attend/are a member of:

Is this your first course at Woodbrooke? Yes **[ ]** No **[ ]**

Are you attending this course as part of your EFM programme? Yes **[ ]** No **[ ]**

How did you hear about this course?

If you have previously been on a course at Woodbrooke and have since changed your name or address, please let us have your previous name/address:

***Data Protection:*** *For course administration, Woodbrooke Quaker Study Centre keeps all details confidentially on computer in accordance with the Data Protection Act. Please tick here if you* ***do not*** *consent to do this:* *[ ]*

**Access:** If you have access or communications requirements, either in relation to the building or participation in the course, please let us know as soon as possible, preferably at least three weeks before your course. In our experience this gives us a better chance of meeting your requirements. We will try to meet all access and communications requests, but cannot guarantee provision. If there is anything in relation to your physical or emotional wellbeing that you would like the course tutors to be aware of, please let us know. Please list any access/communications requirements that you have in relation to the building or in relation to the course:

**For office use only:** rec’d P C Staff £

Accommodation

Would you like a residential place? Yes [ ]  No [ ]

Would you be willing to share a room if necessary? Yes [ ]  No [ ]

Would you prefer an ensuite or standard room?

Please tell us a little about your interest in the course for which you are booking:

Offers (See the T&C’s on [www.woodbrooke.org.uk](http://www.woodbrooke.org.uk) – Financial Help & Special Offers)

[ ]  I would like to claim one of the following special offers

[ ]  First-timers’ £50 discount [ ]  Young Friends’ 50% discount

Financial Assistance (if required)

[ ]  I enclose a 20% deposit & need to know about bursary help [ ]  I can contribute a total £

Payment Details

1. I’ve arranged for my meeting to pay for the course...

[ ]  Full payment is enclosed (payable to Woodbrooke)

[ ]  I would like an invoice to be sent to the Treasurer

Treasurer’s name:

Treasurers email address:

It is the participant’s responsibility to ensure Woodbrooke gets payment before the course

2. I am paying myself, a deposit of at least 20% is due at the time of booking.

[ ]  I am sending a cheque (payable to Woodbrooke) for the full amount / 20% deposit\*

*I understand that the balance is due 21 days before the start of the course.*

[ ]  Please send me a link to pay on a secure website for the full amount:/ 20% deposit\*

*We will send you a link to pay on a secure website. By paying the 20% deposit using a debit/credit card, you authorise Woodbrooke to debit the 80% balance from the same card 21 days before the start of the course.*

Please fill in the details below. \*Deposits refundable subject to our cancellation policy

I am a UK taxpayer and understand that if I pay less income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Course fee £

Donation £

Total payment £

[ ]  I want to Gift Aid\* my donation

Signature       Date

*If you have boosted your donation with Gift Aid via the booking form, please notify Woodbrooke if you \*want to cancel this declaration \*change your name or home address \*no longer pay sufficient tax on your income and/or capital gains. If you pay income tax at the higher or additional rate & want to receive the additional tax due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue & Customs to adjust your tax code.*
Return to Woodbrooke Quaker Study Centre, 1046 Bristol Road Birmingham, B29 6LJ