

**CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH
(CIEH) LEVEL 2 AWARD IN FOOD SAFETY IN CATERING**

**BOOKING FORM
WE CANNOT ACCEPT BOOKING WITHOUT ADVANCE PAYMENT**

Please read the terms and conditions carefully (on reverse) before completing this form:

NAME: _____

COMPANY NAME: _____

TYPE OF BUSINESS: _____

ADDRESS: _____

POSTCODE: _____

TEL NO: _____

I wish to enrol the following person/s on the CIEH Level 2 Award in Food Safety in Catering.

Date of Course: _____ (Please state preferred date)

CANDIDATES NAME	BRIEF DESCRIPTION OF RESPONSIBILITIES	IS ENGLISH YOUR FIRST LANGUAGE? IF NOT, PLEASE STATE

I enclose a cheque for £_____. being the amount payable for candidates at £60.00 per person.

NAME: _____

POSITION: _____

SIGNATURE: _____

Payment Code - N-5215-J 3010-00000

Why did you choose to do the Level 2 Award in Food Safety in Catering? (Tick all that apply):

- Easy to get to*
- Tutored by Environmental Health Professionals*
- Recommended by a contact*
- Favourable cost*
- Availability*
- Other (please specify)*

TERMS AND CONDITIONS OF BOOKING

1. Payment must be made in advance of the course. Cheques should be made payable to Swindon Borough Council. Other methods of payment are cash, credit & debit card. Please note your place cannot be guaranteed until we have received full payment in advance.
2. In the event of cancellation **provided 7 days notice** is given your payment will be refunded in full. You may transfer the place to a future course at no charge or send an alternative candidate. Subsequent transfers will be charged the full course fee.
3. When less than 7 days notice is given of cancellation your money will not be refunded.
4. A full refund will be given if the cancellation is made by Swindon Borough Council.
5. Candidates who fail the examination may re-sit on another course for a fee of £20.00.

Please return this form to: Eunice Salmon
Environmental Services
Swindon Borough Council
3rd Floor Premier House
Station Road
Swindon
SN1 1TZ

(This is not the course venue - see course joining instructions).

Please Note:

Payments can be made in person at Premier House Customer Service Desk or Wat Tyler House Payments Hall between 09:00 - 16:15 (Monday-Friday only).

Ensure you take this form with you when you go to pay.

ON PAYMENT YOU/YOUR CANDIDATE(S) WILL BE ISSUED WITH A RECEIPT. IT IS IMPERATIVE THAT YOU/YOUR CANDIDATE(S) BRING THIS RECEIPT WITH YOU/THEM ON THE DAY.