

PLEASE COMPLETE AND FAX BACK TO THE CLIENT CONTACT

Cranfield School of Management, Cranfield, Bedford, England MK43 0AL. For multiple applications please photocopy this booking form, or contact the Client Contact. Book online or download booking forms from www.cranfield.ac.uk/som/executive

BOOKING FORM

PLEASE WRITE IN BLOCK CAPITALS

Programme Title _____

Programme Dates: From _____

To _____

DELEGATE DETAILS

Title	Initial(s)	First Name	Surname
Nationality	Are you fluent in English? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of Birth / / Male <input type="checkbox"/> Female <input type="checkbox"/>
Department		Job Title	
Your present level of responsibility:			
<input type="checkbox"/> Chief Executive/President/Chairman		<input type="checkbox"/> Managing Director/Director of Board/Senior Partner	
<input type="checkbox"/> General, Divisional, Senior Manager/Partner		<input type="checkbox"/> Function Manager/Middle Manager/Associate	
Direct Telephone		Mobile	
Direct Fax		Email	

ORGANISATION DETAILS

Organisation		Address	
Town	County	Country	Post/Zipcode
Switchboard Telephone		Switchboard Fax	
Primary Industry Sector		Parent Company Name	

JOINING INFORMATION

A web link for your joining instructions will be sent to you by email approximately four weeks prior to the programme start date.

Please specify the email address you would like this sent to: _____

Your career history: Please provide a brief description of duties and responsibilities in current position or attach CV.

Number of employees reporting to you _____

Number of years in present position _____

Please list your previous employment with dates (starting with the most recent):

Organisation	Job Title	From	To
Organisation	Job Title	From	To

Pre-programme expectations: Please state the specific benefits you expect to gain from this programme. (Continue on a separate sheet if necessary)

How did you first hear about this programme?

Insert in a magazine
 Advertisement - publication? _____
 Training directory (Please specify) _____
 Mailing
 Article in publication - publication? _____
 Search engine (Please specify) _____
 Email Marketing
 Recommendation (By whom?) Name _____ Job title _____

Payment terms

Payment is required no later than eight weeks before the course starts, or immediately for bookings made within eight weeks of the beginning of the course. A VAT invoice will be sent on receipt of payment or shortly before the programme.

PLEASE COMPLETE THE PAYMENT METHOD BELOW...

Authorisation and Payment Details (This section should only be completed by a person with appropriate purchasing authority)

I have read and accept the Booking Conditions and understand that I/the Organisation will become liable for charges including cancellation and transfer charges if applicable.

Signature _____ Date _____

Title _____ Initial(s) _____ First Name _____ Surname _____

Job Title _____ Organisation _____

Address _____ County _____

Country _____ Post/Zipcode _____

Payment Method (tick as appropriate)

Cheque. Enclosed is our cheque for £ _____ (including VAT)

Please make cheques payable to: **Cranfield Management Development Ltd.**

Credit Card. Please note that we only accept Visa, Mastercard and American Express and credit cards will be debited within 7 days of your acceptance on the course. Payment by American Express are subject to a 1.5% surcharge.

Please debit my: Visa Mastercard American Express Amount £ _____ (including VAT)

Card Number: _____

Card Security Code: _____ Valid From: ____ / ____ / ____ Expiry Date: ____ / ____ / ____

Cardholder's Name: _____ Cardholder's Signature: _____

Please invoice my organisation. Is a Purchase Order number required on the invoice? No Yes If yes, PO No. _____

Name and address to which the invoice should be sent **if different from delegate:**

Send to delegate Send to different address, details given below:

Title _____ Initial(s) _____ First Name _____ Surname _____ Job Title _____

Organisation Name _____ Address _____

County _____ Country _____ Post/Zipcode _____

Data Protection Act 1998: By returning this form you consent to Cranfield Management Development Limited processing data about you. We will store the information for the provision of services, administration and analysis of sales data. We may also share this information with Cranfield University and Cranfield Management Association for the above purposes. In the future we may write to, or email you with information about our products and services.

We do not pass your details to third parties to use. If you do **not** wish to receive further communications from us please tick this box.

Cranfield School of Management would like to ensure that our future email communications with you are conducted in the most efficient manner possible. In order to do so, please tick the following box if you would like to be kept informed about programmes and services offered by Cranfield University by email.

FOR FULL TERMS AND CONDITIONS PLEASE SEE OUR WEBSITE

WWW.CRANFIELD.AC.UK/SOM/EXECUTIVE/TC

CANCELLATION CHARGES

Our contract with you commences when we write to confirm that we have accepted the delegate onto the appropriate programme. If you find that you are unable to attend for any reason then you may cancel, transfer to another programme or transfer your booking to an alternative suitable delegate, subject to the following conditions:

All cancellations must be notified in writing to the Client Co-ordinator.

Cancellations will only be effective from the day of receipt. Cancellations will be subject to the following charges:

Notice Period	% Booking Fee Charged
43 days or more	0
42 – 29 days	25
28 – 15 days	50
14 days or less	100

For cancellations received after the first module of a modular programme, the entire fee will be retained. Administration fees apply to refunds. Please check www.cranfield.ac.uk/som/executive/tc for details.

Transfer booking to an alternative suitable delegate. You may transfer your booking to an alternative delegate who meets the criteria for the programme, up to the first day of the programme, at no extra charge.

Transfer booking to another programme. You may transfer your booking up to 43 days before the start of the programme at no extra charge. If you wish to transfer after this, and at any time up to the first day of the programme, the following scale of charges will apply:

Notice Period	% Booking Fee Charged
42 – 29 days	20
28 – 15 days	35
14 days or less	50

Transfers to a course with a higher fee than the original

(either a different course, or a future date where the course fee has been increased), the higher fee will apply.

Cranfield School of Management's Open Executive Programmes are provided by **Cranfield Management Development Limited**, a wholly owned subsidiary of Cranfield University.

Occasionally, other accommodation is used as an alternative to Cranfield Management Development Centre, in which case this is made clear in the joining information.

CRANFIELD SCHOOL OF MANAGEMENT RESERVES THE RIGHT TO AMEND THE PUBLISHED PROGRAMME.