

THE MINISTRY OF PARENTING (A Community Interest Company)
Promoting Creativity in Parenting Support

The Ministry of Parenting (CIC)
Suite 6, Wellington House,
90-92 Butt Road,
Colchester, Essex CO3 3DA

t: 01206 562626
e: info@theministryofparenting.com
w: www.theministryofparenting.com

THE MINISTRY OF PARENTING

A COMMUNITY INTEREST COMPANY

APPLICATION FORM

THANK YOU FOR CHOOSING THE MINISTRY OF PARENTING (CIC).

NAME OF TRAINING: _____

COURSE DATE: _____

PERSONAL DETAILS: _____

Name: _____

Job Title: _____

Organisation / Company: _____

Telephone: _____ Mobile: _____

Address _____

Postcode: _____

Email: _____

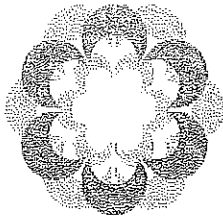
Highest and/or Clinical Qualification: _____

Special requirements: _____

(i.e. vegetarian, hearing impairment, disability access)

Have you run a parenting group before? YES / NO
If yes please list the name(s) and how many of each group you have run below:

The Ministry of Parenting (CIC) would like to email you from time to time to keep you updated with other trainings we think may be suitable for you.
Please tick here if you would prefer us NOT to do this.



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APPLICATION FORM CONTINUED

THANK YOU FOR CHOOSING THE MINISTRY OF PARENTING (CIC).

Payment must be made no later than 4 weeks prior to the training start date.
Please check with your finance department regarding procedures for payment of this course. If any details are incorrect, an admin charge of £20.00 will be added to your fee.

INVOICING DETAILS:

Purchase Order Number / Reference: _____

DETAILS OF PERSON TO BE INVOICED:

Name: _____

Telephone: _____

Mobile: _____

Address: _____

Postcode: _____

Email: _____

Please sign and date to confirm you agree with the Terms & Conditions and to validate this booking:

SIGNED: _____

DATE: _____

Trainee's Signature

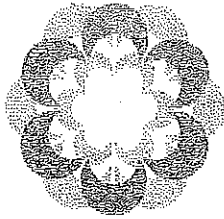
SIGNED: _____

DATE: _____

Manager's Signature

Please return completed Application Forms to : The Ministry of Parenting (CIC), Suite 6, Wellington House, 90-92 Butt Road, Colchester, Essex CO3 3DA or scan and email to info@theministryofparenting.com

When we have received your completed Application Form, we will send you email confirmation. Please email us if you have not received confirmation within 3 weeks of submitting your form.



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TERMS & CONDITIONS

BOOKING

To make a booking simply complete the application form and return to the following address:- The Ministry of Parenting, Suite 6, Wellington House, 90-92 Butt Road, Colchester, Essex CO3 3DA. All booking forms must be signed by the trainee and their manager in order to be valid. Once the completed booking form has been received, email confirmation will be sent out to the trainee with dates, times and venue details.

TRANSFER COST

Once a course has been booked any trainees transferring to a different date on the same course will incur an administration fee of £80.00.

SUBSTITUTING TRAINEES

If you wish to substitute a place to a different trainee then please notify The Ministry of Parenting (CIC) at least 1 week prior to the training start date.

CANCELLATIONS

Cancellations must be received in writing or via email to:- info@theministryofparenting.com and must contain the full booking details, including organisation name, booking and trainee contact details and invoice number. Verbal cancellations must be submitted 1 month prior to the training start date in order for a full refund to be given. Failure to do this will mean that the full amount will still be outstanding and chargeable.

If the trainee fails to turn up on the day then the full amount will still be chargeable.

In exceptional circumstances this fee may be waived at the discretion of the directors. In such circumstance, please write to the directors giving full details of why you were unable to attend, enclosing any supporting documentation e.g. doctor's note.

The Ministry of Parenting (CIC) reserves the right to cancel any training 1 month prior to the start date and is unable to accept responsibility for any costs incurred.

When training is cancelled due to circumstances beyond The Ministry of Parenting (CIC)'s control (e.g. snow) then a different date will be made available for training.

PAYMENT

Please check with your finance department regarding procedures for any payment of this course. If any details for this are incorrect, an administrative charge of £20.00 will be added to your fee.

Payment must be made 4 weeks prior to the training start date.

Payment can be made via BACS payment. Payment via BACS must go to:

ACCOUNT NAME:

The Ministry of Parenting (CIC)

BANK: Natwest

ACCOUNT NUMBER: 27859223

SORT CODE: 60-06-06

Please send a remittance advice form or email info@theministryofparenting.com and quote invoice number, date invoice paid and total amount when making payment via BACS or Cheque.

DATA PROTECTION

The Ministry of Parenting (CIC) will use the information provided on your booking form and any additional information you provide in the future for administering the training courses. The Ministry of Parenting (CIC) will not disclose this information to any other person or organisation, except in connection with the above purpose. All trainees are provided with a list of their co-trainees' names and organisations, but no further details are given out.

FURTHER INFORMATION

If you require any further information, please contact The Ministry of Parenting (CIC) via email at info@theministryofparenting.com