



Hounslow Language Service Ltd
 Brentford School for Girls
 5 Boston Manor Road
 Brentford, TW8 0PG
 www.ealhls.org.uk

Booking Form

Early Bird code

Course Title				
Date		Date of Course		
No. of Applicants				
Names & Role	Name	Role	Year Group	Subject
Dietary Requirements				
School Contact				
School name				
Address 1				
Address 2				
Town				
County				
Postcode				
Telephone				
Local Authority				
Delegate e-mail address				

Booking and Cancellation Policy

Acknowledgements are sent on receipt of a booking form. Final details of the course/conference will be emailed to you prior to the event. **If you have not received a confirmation email before the course, please get in touch as this is necessary for securing your place.** If the event is not viable, Hounslow Language Service Ltd. reserves the right to cancel or postpone it.

On receipt of an invoice, please send payment to Hounslow Language Service Ltd. at the address above.

All cancellations must be sent in writing as soon as the applicant is aware that they are unable to attend. The cancellation charges below shall apply:

Within the first 14 days of booking <small>(However if the booking is made less than 4 weeks prior to the course then the above is void.)</small>	Full refund
After 14 days of booking and up to 4 weeks prior to the course	50% of course fee
4 weeks prior to course	No refund

Booking for this event implies that you agree to the above Booking and Cancellation policy.

How did you hear about the course? Please underline one of the following:

Post By email Website

Others

For further information contact :	Rehana Ahmed	rehana.ahmed@ealhls.org.uk
Mobile no:	0789 161 8408	
	E-mail address:	karen.kedem@ealhls.org.uk (to return booking form)

I agree to HLS Ltd using my email address for marketing purposes. I understand that this will be kept on file until I opt out or unsubscribe. Please see website for our Privacy Policy