

# Programme Booking Form

**This is an interactive booking form.** To use, click on the first box and type in your details. To scroll through the fields use the TAB key. For tick boxes simply click in the box. Once all fields have been completed, click the submit button below to send this form electronically.

**Please complete this form and return by:-**

**EMAIL:** Simply click the submit button below.

**SUBMIT**

**POST:**

Return completed form to Centre of Leadership and Organizational Excellence, University of Plymouth, 21 Portland Villas, Drake Circus, Plymouth PL4 8AA.

Course Name:  Date:

Surname:

Forename/s:

Title:

Company Name:

Address:

Postcode:

Position Held / Job Title:

Direct Telephone Number:

Mobile Telephone:

Email:

**FEES:**

Who is paying your fees?:   Self Sponsor  
**When a sponsor is paying your fees, the sponsor must send CLOE a letter of authorisation.**

Who should the invoice and receipt of payment be sent to:

Name:

Title:

Address:

Postcode:

**CREDIT CARD PAYMENTS** All cards are accepted except American Express/Diners Club/Electron

Name of Cardholder:

Card Type:  Debit (Switch):

Account Number:

3 digit number on signature strip at back of card:

Valid from Date:  Issue No: 1 (Switch/Solo only)

Expiry Date:

Account/Cardholder billing address:

Postcode:

I HEREBY AUTHORISE the University of Plymouth to collect tuition fees using my credit/debit card details as stated above for the payment detailed below:

Print name:

Signed:  Date:

(if returning by email printed details will suffice)

**FEE DETAILS:**

CLOE FEE: £

**FOR OFFICE USE ONLY**

Authorising Letter Received

Invoice Sent  
 Invoice No. \_\_\_\_\_  
 Amount £ \_\_\_\_\_

Cheque Received  
 Cheque No. \_\_\_\_\_

Credit Card Payment Authorised

Bank Transfer Received

Full Fee: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Trans No.: \_\_\_\_\_

Refunds: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Trans No.: \_\_\_\_\_