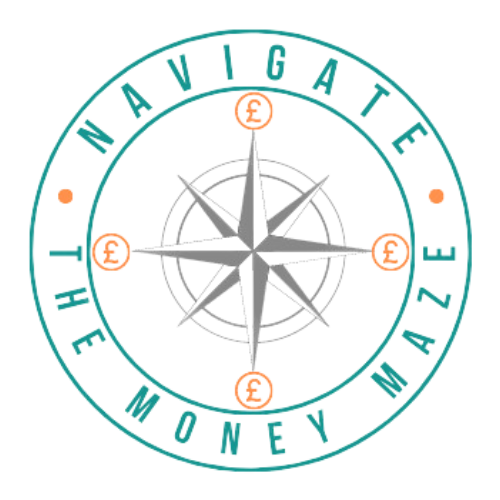
**Navigate the Money Maze**

**Booking Form**

(Funded Courses)





**General Terms and Conditions**

1. Please complete the booking form, for any queries please contact [ntmm@navigatecharity.org.uk](mailto:ntmm@navigatecharity.org.uk)
2. The minimum/maximum numbers of attendees are:  
   a.    Face to Face courses and workshops – Minimum 4, Maximum 12  
   b.    Online courses and workshops – Minimum 4, Maximum 15
3. As the organising agency/organisation, you are responsible for ensuring participants are booked onto the course and meet the minimum attendee numbers.
4. All correspondence will be sent to the named contact on the booking form.
5. We will make every effort to accommodate special requirements, **these should be notified at least 7 days prior to the course/workshop date.**
6. We will endeavour to send all pre-course information to participants 7 days before the course/workshop.
7. All personal data and information relating to attendees will only be used in accordance with our privacy notice which can be found on our website [www.navigatecharity.org.uk](http://www.navigatecharity.org.uk) or by emailing [ntmm@navigatecharity.org.uk](mailto:ntmm@navigatecharity.org.uk)
8. Navigate CIO owns all materials, design, development, product and service information for financial education courses/workshops. It cannot be used by any other party without express consent of Navigate.

**Cancellation and Alteration**

1. We reserve the right to cancel a course/workshop if minimum numbers are not met.
2. We reserve the right to alter the programme or trainers without prior notice.
3. In the event of a course being cancelled the organisers and participants will be notified as soon as possible.
4. We require a minimum of 7 days’ notice, in writing, for cancellation.
5. Cancellations made 1-6 days prior to the course date will be charged a set fee of £50.

|  |  |  |
| --- | --- | --- |
| **About you and your organisation** | | |
| **Your Name** |  | |
| **Job Title** |  | |
| **Contact Number** |  | |
| **Email Address** |  | |
| **Organisation name** |  | |
| **Name & Address for Invoicing in the event of course cancellation <7 days** |  | |
| **Organisation type** | Voluntary Sector |  |
| Private Sector |  |
| Education |  |
| Other, Please Specify |  |

|  |  |
| --- | --- |
| **Target Audience** | |
| Staff |  |
| Clients |  |
| Volunteers |  |
| Students |  |
| Other, please specify …………………………………………………………………………… |  |

|  |  |
| --- | --- |
| **Location (District)** | |
| Mendip |  |
| Mid Devon |  |
| North Devon |  |
| Sedgemoor |  |
| Somerset West & Taunton |  |
| South Somerset |  |
| Torridge |  |
| West Devon |  |
| Other, please specify …………………………………………………………………………… |  |

|  |  |  |
| --- | --- | --- |
| **About the Course/Workshop** | | |
| Total number of courses required |  | |
| First course/workshop date |  | |
| Second Course/Workshop Date |  | |
| Third Course/Workshop Date |  | |
| Course/Workshop Venue |  | |
| Duration of course/workshop | 1 Hour |  |
| 2-3 Hours |  |
| 6 Hours |  |
| Delivery Method | Face to Face |  |
| Online |  |
| Number of Participants |  | |
| **Course/workshop topic** | | |
| Budgeting | |  |
| Making Financial Decisions | |  |
| Benefits | |  |
| Life Skills - Job Search | |  |
| Debt Awareness Training | |  |
| Financial Products and Services | |  |
| Non-nationals - Living in the UK | |  |
| Students: Money matters: financial budgeting and savings options | |  |
| Students: Money matters: financial risks and debt | |  |
| Other, Please Specify……………………………………………………………………………………………………… | |  |

|  |  |
| --- | --- |
| **How did you hear about Navigate?** | |
| At an event |  |
| Advert |  |
| Social Media |  |
| Online Search |  |
| Recommended by agency/organisation |  |
| Other, please specify….. |  |

|  |
| --- |
| **Please provide any other special requirements/information here.** |
|  |

|  |  |  |
| --- | --- | --- |
| **Declaration** | | |
| I confirm information provided is correct and accurate to the best of my knowledge | |  |
| I have read and agreed to the Booking Terms and Conditions | |  |
| Print Name |  | |
| Signature |  | |
| Date |  | |

**For Internal Use Only**

|  |  |  |
| --- | --- | --- |
| **Course Delivery Information** | | |
| **Navigate Contact (booked by)** |  | |
| **Course/Workshop Topic/Module** |  | |
| **Funder** |  | |
| **Total Number of Courses** |  | |
| **Course Duration** |  | |
| **Course Date(s)** |  | |
| **Delivery Method** |  | |
| **Lead Tutor Name** |  | |
| **Support Tutor Name** |  | |
| **Start Time of Course** |  | |
| **End Time of Course** |  | |
| **Venue Address** |  | |
| **Parking and Access information** |  | |
| **Venue Providing Equipment / Refreshments** | Projector |  |
| Flip Chart & Pens |  |
| Flipchart Paper |  |
| Tea, Coffee & Water |  |

|  |
| --- |
| **Any other relevant information** |
|  |