

Thanks for downloading our booking form.

If you would like to book a place with Riverside Training, in the first instance either phone us on 020 7374 6363 or 020 7374 6364 or 020 7536 9566 or email us your completed application form to info@riversidechildcare.net

[PLEASE SCROLL DOWN](#)

Booking form.

**Riverside Training Company,
29 Milligan St, Limehouse,
London E14 8AT, Telephone:0207 374 6363/4
Fax :020 7374 6364
Email:riversidechild@btconnect.com**

Training Course/ Workshop applied for:

Dates you wish to attend

Please write your name clearly in block capitals for use on your **certificate**.

First Name	Date of Birth
Surname	Mr / Mrs/ Ms
Address	Address for communication if different.
Tel. No. (day) (eve)	Tel. No.
(Mobile)	
Email	

Education (Please start from secondary school.)	Name of course	Qualification Gained	Dates attended course	
			From	To
Names of schools, colleges, and universities attended.				

With specific reference to this training describe why you wish to undertake the training and what you can bring in terms of experience, either work or general life experience. Please give details below to support your application; you should make reference to any relevant skills/ knowledge or experience.

Learning style- Thinking back to a positive learning experience, how do you learn best?

Please tick which types of teaching you find most helpful.

Listening to a speaker?

Reading for yourself?

Small group exercises?

Observing and practicing skills?

Discussing previous experience in view of new information?

Special needs – do you have any special education needs you may need support with? And how can we best support you?

Please could you give us information on a separate piece of paper

Health Record: Please provide details of any illnesses or incidents of sickness absence that may affect your capacity in undertaking this training.

Where did you here about the Riverside Training Company?

Declaration

I, the undersigned confirm declare that all the information contained in this form is correct to the best of my knowledge. I understand any deliberate misstatements may disqualify me for training.

Name.....

Signed.....

Date.....

To enable us to book your place, please enclose payment for the course. Cheques should be made payable to **Riverside Training Company**, please include your cheque guarantee card number on the back of the cheque along with the name of the attendee and the course they are attending.

All materials provided by Riverside Training Company in connection with this and any other course are copyright and should not be copied or published or used without our express prior permission in writing. It is the student's responsibility to ensure the course is suitable for their requirements. Please tick this box if you do not wish us to send you information about other courses and workshops.

Terms & Conditions and Cancellation Policy

By returning Riverside Training Companies application form you accept that the following terms and conditions apply:

Upon receipt of a completed application form and payment, RTC will confirm if the requested course date is available, in the event that it is not another date will be offered. Upon acceptance of that date payment will be immediately processed.

Riverside Training Company reserve the right to cancel any date without prejudiced and will offer an alternative date or full refund.

Riverside Training Company (RTC) would require written confirmation that you do not wish to attend the course on the days you have booked and paid for. In order to qualify for an offer of alternative dates or a full refund RTC would need to be in receipt of this communication **more than 21 days from the start date of the sessions you are booked to attend**. If you are unable to attend the course on the days you have booked and paid for, under 21 days from the start date of the sessions you are booked to attend, the cancellation policy is as follows:

If your request is received:

More than 14 days but less than 21 days from the start of the course dates you have booked, RTC would offer an alternative date for you to attend the course, or would offer you a refund of 25% of the course fees paid.

Under 14 days from the start date of the sessions you are booked to attend RTC would offer an alternative date to attend the course, no refund would be due.

Under 10 days RTC cannot offer a refund, but reserve the right whether to offer an alternative date. Extra charges will be incurred if attendees need to return to attend missed sessions in order to complete a course.

In all instances RTC would require that it is in receipt of your request in writing and would consider the date of cancellation as the date the notification was received at our postal address, in writing, by email or fax.

In the event of the attendee not being able to attend all or part of the course or workshop on a date, which the attendee has agreed, in the first instance please refer to our refund policy.

©

Riverside Training Company is the trading name of Riverside Early Years Training Limited, registered in England & Wales no. 5521545. Registered Office 1, Tower House, Tower Centre, Hoddesdon, Herts. EN11 8URR

