

Continued Professional Development
 Faculty of Engineering and Physical Sciences

Conditions of Booking

In the event of cancellation written notice from the delegate is required at least seven days prior to the event in order to receive a full refund. If no notice of cancellation is received, no refund can be made.

Data Protection

Information provided by you on this form will be processed by the University of Surrey and used for the purpose of the goods and services ordered, and for billing accounts.

Please complete and return this form to:

FEPS Student Services Administration
 (Programmes), 08AA02
 University of Surrey
 Guildford, Surrey, GU2 7XH

T: 01483 68 9378
 E : feps@help@surrey.ac.uk

REGISTRATION (Please complete in CAPITALS)

Title: (Mr, Mrs, Miss etc) _____ First Name: _____
 Family Name: _____ Name of Company: _____
 Position: _____ Address: _____

 Postcode: _____ Email: _____
 Tel. No: _____ Mobile No _____
 Name of Approving Manager: _____
 Email: _____
 Do you have any dietary or other requirements? _____

COURSE DETAILS

Course Title: _____
 Date: _____

CAR PARKING REQUIRED Limited parking is available Yes No

PAYMENT OPTIONS
INVOICE

Company _____
 Address: _____

 Company Contact Tel: _____ Email _____
 Purchase Order Number: _____
 Company Registration Number: _____
 VAT Number: _____

CREDIT CARD

Visa Mastercard Switch

Expiry Date										M	M	Y	Y	Security Code						

Name of Cardholder: _____
 Cardholder Address: _____

Cheques should be made payable to "University of Surrey"
 VAT is not charged as the University is an educational establishment.
 University of Surrey VAT reg No: GB 688 953 065

ADDITIONAL COMMENTS

OFFICE USE ONLY

Date Received: _____

Date To Finance: _____