



Booking Form

Please complete the following information and return with your deposit payment to secure your booking to outreach@surreywt.org.uk or post: Victoria Pinder, Surrey Wildlife Trust, School Lane, Pirbright GU24 0JN

Student Name			
Organisation (if applicable)			
Training course	Dates	Level & Location	
Invoice address & email	Invoice Address		
	Accounts email address		
Contact number	Work	Mobile	
Student email			
Signature of student & date	SIGNATURE DATE		
	Electronic signatures accepted		
Are you a member of Surrey Wildlife Trust			
We will contact you about your application. If you would like to be contacted about conservation, fundraising, volunteering, news and other activities by email, please indicate below:			
Post	<input type="checkbox"/>		
Email	<input type="checkbox"/>		
Phone	<input type="checkbox"/>		
A deposit is required with this booking form to confirm a place on a course We cannot guarantee a place until a deposit has been received			
Payment Method (please tick)	BACS	<input type="checkbox"/> Cheque	<input type="checkbox"/>
You will be invoiced for the final balance a month before the start of the course			
Course Fees	Forest School Level 3 Leader Training Course: £950 Forest School Level 2 Assistant Training Course: £490 Top-Up from Level 2 to Level 3: £500 Leader in Outdoor Learning (Level 2): £360 INSET Training: Half day £425 : Full day £725		
Deposit required with booking form	Level 2: £100 Level 3 and Top-Up: £200 Leading in Outdoor Learning: £100 INSET Training: £100 (deposit non-refundable if cancellation is made less than 14 days before the course starts)		
Payment Details	Cheques made payable to 'Surrey Wildlife Trust' BACS: Bank of Scotland 80-11-00 Account no. 06053499 Reference: 'your name'		
Your Privacy			
<ul style="list-style-type: none"> We will keep your data on our secure database and will use it to send you emails about conservation, events and other ways to get involved with local wildlife. You can opt out of any communications at any time. We will never share your data with other organisations. For further information on how we use your data, please refer to our privacy policy. 			



Adult courses booking conditions

Safety and first aid

All training activities run by the Surrey Wildlife Trust are run with safety as a priority, and the Outdoor Learning Officer is First Aid trained. There will be safety instructions where necessary as part of the session, which we expect all participants to follow. Please inform the bookings administrator of any dietary requirements or medication taken. Please bring any medication needed and make the course leader aware of where it is.

Clothing and Equipment

All participants should be adequately prepared for the outdoors. Clothing should be suitable for getting muddy/torn.

- **Winter:** warm clothes and waterproofs.
- **Summer:** hats, suncream and plenty of water should be brought; waterproofs if it looks like it may rain.
- We recommend long trousers and long sleeved tops, even in the summer, to help prevent bites, scratches and ticks. Insect repellent may be applied if wished.
- Footwear should be sturdy trainers or boots to reduce the likelihood of slips, trips and falls.

Inclement weather

Our training will run unless the weather is so bad it would be dangerous to do so. Some of the sites we use have access to a building if necessary and have toilets available.

Refreshments

The Forest School training lasts all day from 9.30am-4.30pm, so please bring a packed lunch and a drink, although it may well be that we will cook various treats over a campfire.

Refunds

Should it ever become necessary for the Outdoor Learning team to cancel a booking owing to circumstances outside the control of the Outdoor Learning Manager, for example because of severe weather, you will receive a full refund.

- If you cancel more than 14 days before the training then you will receive a full refund.
- If you cancel less than 14 days before the training you will be offered an alternative date if possible, but you will not receive a refund.

Variation of conditions

The Outdoor Learning team reserves the right to vary its booking conditions from time to time as necessary. Bookings will be subject to those conditions prevailing at the time of the issue of the booking form.

For further information please contact;

Victoria Pinder 01483 663300 or email outreach@surreywt.org.uk