

# Application Form

(Complete one form per applicant wishing to attend)

## Business Details

Company Name .....

Main Contact .....

Job Title .....

Business Address .....

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..... Postcode .....

Telephone No. ....

Fax No. ....

Email Address .....

No of Employees .....

How did you find out about the Welcome to Excellence courses?

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Can TSE contact you via email? Yes No      Are you a TSE member? Yes No

             

## Payment Details

I enclose a cheque, payable to 'Tourism South East' for £ .....

Please invoice, using purchase order number .....

(with address if different from establishment) .....

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## Bookings and Enquiries

**Tel: 023 8062 5436**  
**Fax: 023 8062 0010**

Either post/fax back or email to:  
Training Services, Tourism South East,  
40 Chamberlayne Road, Eastleigh, Hampshire SO50 5JH  
bookings@tourismse.com

[www.tourismtrainingsoutheast.com](http://www.tourismtrainingsoutheast.com)

Tourism South East is committed to equality of opportunity

**PRINT & FAX**

**EMAIL BACK**

## Applicant Details

Name .....

Job Title .....

**Course 1**

Course Title .....

Course Date .....

Course Area .....

**Course 2**

Course Title .....

Course Date .....

Course Area .....

**Special Requirements**

If you have any special requirements please either note these down in the space below or contact us as soon as possible to discuss them.

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## Signature

I have read and agree with the terms and conditions

Signed .....

Date .....

## Terms and Conditions

### Cancellations

Cancellations must be notified in writing at least **two weeks** before the publicised date of the course. Please note that cancellation after this time or non-attendance on the day will result in the **full non subsidised fee** being payable. If insufficient numbers enroll on any course it may be cancelled and any fees paid will be reimbursed in full.

### Data Protection Act 1998

This information will only be shared with other organisations, such as the Department for Education and Skills and the Department for Work & Pensions if this is necessary for audit or monitoring purposes.