

# Application Form

(Complete one form per applicant wishing to attend)

## Business Details

Company Name .....

Main Contact .....

Job Title .....

Business Address .....

.....  
.....  
..... Postcode .....

Telephone No. ....

Fax No. ....

Email Address .....

Can TSE contact you via email? Yes  No

No. of Employees .....

How did you find out about the courses?  
.....  
.....

## 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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## Eligibility Criteria

Please tick eligibility that applies to your choice of course(s)

**E-Marketing or Boosting Business in Challenging Times**

My business operates in the Tourism/Hospitality/Leisure sector

**Make Quality Count!**

My business operates in the Tourism/Hospitality/Leisure sector and is assessed / non assessed (circle as appropriate)

**Hosting the World**

Are you an Owner/Manager/Team Leader/Supervisor

**Master Classes for Chefs and Chef Tours**

I confirm I am a chef.

My exact position is .....

**Small Rural Businesses**

I confirm I work in a small rural business (under 10 employees)

**I have read and agree with the terms and conditions**

Signed .....

Date .....

## Payment Details

I think I am eligible to attend the following workshop(s) free of charge (see Eligibility Criteria) and will complete the necessary paperwork on the day of the course: **Search Engine Optimisation, Social Media, Getting the most from your website, Email Marketing, Make Quality Count!** and **Boosting Business in Challenging Times.**

I think I am eligible to attend the following session(s): **Master classes for Chefs, Chef Tours or Hosting the World Sessions** at a subsidised rate and will complete the necessary paperwork on the day of the course.

As a **small rural tourism business** I think I am eligible to a subsidised rate for courses and will complete the necessary paperwork on the day of the course.

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 5533**  
**Fax: 023 8062 0010**

**PRINT & FAX**

**EMAIL BACK**

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**

Tourism South East is committed to equality of opportunity

## 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.