

# PRIORITY REGISTRATION FORM

**How To Book:**

**FAX:** Complete & Fax this Priority Registration Form to +44 (0)121 551 1668

**POST:** Complete & Return this Form with **Payment or Invoice** details to: Training Administrator, Step Up! International Ltd, Inspirational House, Friary Road, Birmingham, B20 1BB

**TEL:** +44 (0) 121 551 1668    **EMAIL:** [training@stepup-international.co.uk](mailto:training@stepup-international.co.uk)

**Your Details:**

(Please complete a separate Form per delegate)

**Mr/Mrs/Miss/Ms/Other**.....

**Name:**.....

**Job Title:**.....

**Business/Organisation:**.....

**Address**.....

**Post Code**.....

**Telephone**.....

**\*Email**.....

**Event Title**.....

How did you hear about this Event/Us?.....

**Date of Event**.....

**Payment**

**By Cheque**

A cheque for £.....made payable to Step Up! International Ltd

**By Credit Card**

Contact us. This is done via Paypal

**By Invoice:**

Please send Invoice to:

**Name**.....

**Job Title**.....

**Business/Organisation**.....

**Address**.....

Post Code.....

Country.....

**Telephone**.....

**\*Email**.....

Purchase Order No/Budget Code No.....

**Event Fee:**

- School
- Parent

**Confirmation of Registration:\***

**\*All registrations will be confirmed via Email.**  
Please provide a valid email address.

**Terms & Conditions**

- ✓ Payment is due within **21 Days** of the date of the Invoice or prior to the Course/Event/Activity taking place – whichever is the sooner.
- ✓ No cancellations are accepted within 30 days of an event. However, a substitute delegate can be sent.
- ✓ Completing an online booking constitutes a legally binding contract.

A full refund less £75 administration charge per delegate registered, will be given for cancellations received in writing from you no later than 30 working days prior to the date of the event

***If you are unable to attend, a substitute delegate may take your place.***