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**BTEC LEVEL 3 AWARD FOR TEACHING ASSISTANTS WORKING WITH SENSORY IMPAIRED CHILDREN AND YOUNG PEOPLE**

**BOOKING FORM**

|  |  |
| --- | --- |
| Name: | |
| Organisation: | |
| Job Title: | |
| Address: | |
|  | |
|  | Postcode: |
| Email: | Telephone: |
| DBS Certificate/ DBS Number: |  |
|  | |
| **METHOD OF PAYMENT**  Funding has been agreed for this course by my employers to be invoiced for the whole course of £1050 + VAT (reclaimable by schools)/ (inclusive of BTEC Registration). 󠅵 󠄀 | |
|  | |
| **BILLING ADDRESS:** | |
| Contact Name: | |
| Organisation: | |
| Address: | |
|  | |
|  | Postcode: |

Please send your completed booking form and payment or invoice instructions to:

Maxine Smith, Mary Hare Courses

Arlington Manor, Snelsmore Common, Newbury, BerkshireRG14 3BQ.

Tel: 01635 244346 email: m.smith@maryhare.org.uk

**I would like to specialise in Deafness / Vision Impairment**

Please circle appropriate element.

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**BTEC LEVEL 3 AWARD FOR TEACHING ASSISTANTS WORKING WITH SENSORY IMPAIRED CHILDREN AND YOUNG PEOPLE**

**GENERAL INFORMATION**

**How to book**

* Please complete a booking form and submit it by post with payment or by email/ post with invoicing instructions.
* Cheques should be made payment to ‘Mary Hare School’. Please do get in touch if you need to change any details of your booking.
* Places are allocated on a ‘first come/ first serve’ basis and we will confirm your place as soon as possible.

**Cancellation and changes**

* Regardless of whether payment has been received, you will be liable for the full course fee unless we receive written notice of cancellation 14 days before the start date, in which case there will be a £10 administration charge.
* Following written notice of cancellation you will be offered the chance to transfer your booking to another course or nominate a colleague to take your place, subject to space being available.
* No refunds will be made for bookings cancelled within 14 days or for non-attendance at any of the workshops.

**Keep in touch!**

As well as our short course programme, Mary Hare Courses also offer:

* Workshops and Short Courses in Specialist Education and Audiology
* Post-Graduate Courses in association with Hertfordshire University
* Tailor-made courses for Local Authorities which can be delivered locally
* Consultancy on a range of issues, including self-evaluation and self-review
* Technical and research services
* Advisory support to professionals and parents

For further details please contact:

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Tel: 01635 244346 email: m.smith@maryhare.org.uk

Web: www.maryhareschool.org.uk/courses