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

**Booking Form**

|  |
| --- |
| Full name of candidate (as you wish to appear on your certificate):Home Address:Post Code: |
| Organisation/ Employer: |
| Job Title: |
| Address: |
|  |
| Postcode: | Date of Birth: |
| Preferred Email: | Preferred Telephone No: |
| Previous Qualifications: |
|  |
| **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) 󠄀Total: £1260 |
|  |
| **Billing Address** |
| Contact Name: |
| Email to send invoice: |
| Organisation: |
| Address: |
|  |
| Postcode: | Purchase Order Number: |

Please email your completed booking form to: m.smith@maryhare.org.uk

**I would like to specialise in Deafness / Vision Impairment** (Please circle as appropriate)

Please let us know if you have any specific learning needs (e.g., dyslexia) or require any additional support:

 ……………………………………………………………………………………………………………………………

I have read and agree to the Terms and Conditions as outlined below

Signature:……………………………………………………………… Date:………………………………………

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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 email including invoicing instructions.
* Places are allocated on a ‘first come, first serve’ basis and we will confirm your place ASAP.
* If your organisation fails to make full payment, you (the student) will be liable for the full course fees.

**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 sessions.

**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 Liverpool John Moores 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:

Maxine Smith

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

Mary Hare Courses, Arlington Manor, Snelsmore Common, Newbury, Berkshire, RG14 3BQ.

Web: [www.maryhareschool.org.uk/courses](http://www.maryhareschool.org.uk/courses)