

**Insight course booking form**

**Part A and B to be completed by the client:**

Client details:

Name, Surname		
Name, First		
Gender	Male:	Female:
Nationality		
Date of birth (DD/MM/YYYY)		
Contact email address		
Contact post address		

**Part B:**

Course details:

Course name	
Course number	
Course dates	
English language proficient?	Y/N
Any disabilities?	
Any other Information	

**Part C:**

Payment details

I include proof of deposit payment	
I include proof of total payment	
Please invoice employer – details	
<b>Insight payment options:</b>	MPESA: xxxxxx Cash: xxxxxxxxxxxxx

I accept the terms and conditions as stated overleaf:

Fee / proof of payment / employer invoice details enclosed:

Name of person attending the course:

Signature:

Name of person paying for course (if different to above):

Signature:



**Insight Training Terms & Conditions:**

1. Definitions
2. Bookings
3. Payment
4. Cancellation
5. Substitution
6. Quality
7. Materials and equipment
8. Copyright of course material
9. Social media
10. Liability
11. Interpretation
12. Force majeure
13. Data protection
14. Medical

**Part D to be completed by Insight training staff:**

Completed, signed form received	
Deposit received	
Place booked	
Welcome pack sent	
Balance paid	
Any other information	