Please complete, save and return to business-academy@herts.ac.uk

*All bookings are subject to the standard terms & conditions of the University of Hertfordshire*

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| **Personal Details** |
| Date: |  Click here to enter text. | Title (Mr/Mrs/Miss/Dr): | Click here to enter text. |
| First name: | Click here to enter text. |
| Surname: | Click here to enter text. |
| Date of Birth dd/mm/yyyy: | Click here to enter text. |
| Home address: | Click here to enter text. |
| Click here to enter text. | Postcode: | Click here to enter text. |
| Contact phone number : | Click here to enter text. |
| How did you hear about the course? |  UH website[ ]  | Personal [ ]  Colleague/friend  |  Advertisement[ ]  |  Mailing [ ]  |
|  [ ]  Other (please state how) | Click here to enter text. |
|  |  |
| **Employment Details** |
| Job title: | Click here to enter text. |
| Employer name: | Click here to enter text. |
| Employer address: | Click here to enter text. |

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| **Email address for University registration and course communication. IMPORTANT – this must be a personal email address, not a work email address** | Click here to enter text. |

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| Please give us some brief details about yourself and reasons why you are applying for this course: |
| Click or tap here to enter text. |

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| **Booking:** |
| **Course**  |  | **Fee** | **Please tick** |
| Management Coaching withCMI L5 Certificate in Management Coaching & Mentoring qualification  | 22 October 2020 | £1800 | [ ]   |

**University of Hertfordshire staff, students and alumni receive 20% discount on fees.**

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| University of Hertfordshire student/staff number: |  |

**Payment Options:**

Once the booking form has been assessed, you will be directed to the University’s online payment system.

Organisations can be invoiced directly on receipt of a purchase order. All courses are VAT-exempt.

**Declaration:***Please read the* [*terms & conditions*](https://www.herts.ac.uk/__data/assets/pdf_file/0005/289499/UH_NCBSC_Terms-and-Conds_2020.pdf) *before sending this form.*

[ ]  I understand that the personal information I provide on this form is necessary for the University to assess my application, and by ticking this box I consent to the University using my personal information in accordance with the Data Protection legislation, including the General Data Protection Regulations

[ ]  I give permission for the University of Hertfordshire to share my personal data with the Chartered Management Institute for the purposes of arranging my affililiate membership

[ ]  I will have opportunities to practice management coaching in my workplace/organisation

[ ]  I consent to the University contacting me to provide me with information about other Business School courses and events

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| **Signed:** | Click here to enter text. |  **Date:** | Click here to enter text. |