

Notes:

- **Approval for attendance:** Only applications on a completed form (overleaf) will be accepted. Application forms must be accompanied by the full course fee, which includes a non-returnable deposit of £10.00 or the full course fee, whichever is the lesser sum. In the case of courses, if the full fee is not received prior to the start of the course, a £10 surcharge will be applied.
- All applications submitted must be signed by your Training Adviser. Any applications received without the appropriate signature or required enclosures will be returned. Applications must be received by the closing date specified. Closing dates will be observed.
- Please use a separate form for each applicant and each Course or Module applied for. This form may be photocopied.
- **Minimum number of participants:** Each course has a minimum number of participants to make it viable for the course to proceed. If the minimum number has not been reached by the closing date then the course/module will be cancelled and/or postponed and applicants will either have their fee refunded or be transferred onto the next course depending on what they would like to do.
- **Receipts/Joining instructions:** Confirmation of acceptance and a receipt will be returned to the applicant within one week. Joining instructions will be issued at least seven days before the start of the course.
- **Grant Assistance:** Most Groups are able to pay at least part of the course fee to be met by their Leaders. Leaders from Development Groups are eligible for financial assistance from their District and/or Region. (In the first instance contact your District Commissioner).
- **Day Courses:** Please bring your own lunch. Tea and coffee will be provided.
- **Evening Courses:** Tea and coffee will be provided.
- **Residential Courses:** Information on what to bring with you will be included in the joining instructions. Special dietary requirements can be catered for but must be noted in the space provided on the application form.
- **Dress Code:** Participants should arrive in full uniform for all full day or weekend courses other than First Response and First Aid courses, for which casual clothing is recommended. Casual clothing is also acceptable for evening courses, since many participants come straight from work.