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**Routes into Languages West Midlands**

**Language Events 2018**

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(All correspondence will be sent to this email address so please ensure it is one you check regularly.)**

Number of pupils (maximum 10):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any special requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tick the event that your school wishes to attend:**

|  |  |  |
| --- | --- | --- |
| **German Cultural Day** | **Wednesday 24 January 2018** |  |
| **Spanish Cultural Day** | **Wednesday 28 February 2018** |  |
| **French Cultural Day** | **Wednesday 21 March 2018** |  |
| **Languages for Year 9 Day** | **Date TBC** |  |
| **Business Language Champions** | **Date TBC** |  |

**Signed: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Charges:**

£9 per pupil, payable by invoice in advance of the event for the number of pupils you have booked for. See Terms and Conditions below. Please state the contact name and address for the invoice to be sent to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms and Conditions**

Places at this event are limited and priority will be given to those schools who have not attended a Cultural day in recent years. **All places will be allocated after the closing date of Friday 3 November so please do not make any travel arrangements until your booking has been confirmed by us**.

In order to avoid ‘block booking’ and disappointment for schools/colleges on our waiting list, we will charge your school/college £9 per head for every pupil you have booked a place for once booking is confirmed by us. We are not able to provide a refund if you bring less pupils than the number you have booked for.

Once your booking is confirmed, **we will require a Purchase Order from your school by Friday 17 November** in order for us to invoice you and to secure your booking. If we have not received a PO from you by this date, your students’ places will be offered to a school on the waiting list.

**Cancellations less than 14 working days before the event will still be charged.**

**Please return this booking form by Friday 3 November to:**

E-mail: routes@aston.ac.uk

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