

# Booking Amendment Form



## Important Information for Course, Qualification, Examination or Assessment Booking Amendments

To change the details of your booking, please:

1. Complete all fields below and return this form to [training@arca.org.uk](mailto:training@arca.org.uk)
2. Submit this form to the ARCA Training Administration Team within 10 working days of any required amendment.
3. Please note that amendments requested after this 10-working-day period cannot be guaranteed and may result in the full original booking cost being charged. For further details, please refer to our terms and conditions.

Yours sincerely,

ARCA Administration Team

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### To: ARCA Administration Team

Would you please ..... our candidate(s).....  
booked on .....  
course, exam or assessment at ..... on .....

REASON: .....

Please rebook the above, named candidate(s)  
onto the agreed alternative .....  
course, exam or assessment at ..... on .....

New PO (if transfer): .....

### From:

Signed: ..... Print Name: .....

Company: .....

Position: ..... Date: .....

*Please note that all fields need to be completed.*

### Terms and Conditions

Completion of this form represents acceptance of the ARCA Training Terms and Conditions.  
Please visit this [Link](#) for full Terms and Conditions.

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#### ARCA Booking Amendment Form v0525