

Booking Amendment Form



To:

Further to your request to change the details of a course/assessment booking. Please complete the details below and return to info@atac.org.uk

It is essential that we receive your completed 'Booking Amendment Form' at least 10 working days before the booking starts (please see terms and conditions link below), otherwise there will be a fee for the booking amendment.

Yours sincerely,
ATaC Admin Team

To: ATaC Admin Team

Would you please transfer/cancel * our candidate(s).....
booked oncourse/assessment
aton

**please delete as applicable*

REASON:
.....

Please rebook the above, named candidate(s)
onto the agreed alternativecourse/assessment
aton

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 ATaC Training Terms and Conditions.
Please visit www.atac.org.uk/page/atac-training-terms-and-conditions for full Terms and Conditions.

ATaC Booking Amendment Form V06-2019