

School Library Service

Supporting Learning in Schools

Please post, fax or email completed form to **Lee Budd**,
Devon School Library Service, Great Moor House, Bittern Road, Sowton, Exeter EX2 7NL.
 Fax: 01392 385236, email: lee.budd@devon.gov.uk
 A photo-copy should be taken for the School's own records.

Please complete this form in BLOCK CAPITALS

Surname of applicant Mr/Mrs/Miss/Ms

First Name

Post held

EstablishmentPhone No.

Address

Course for which application is made

Title Date

Venue Course fee to be paid £.....

Establishment order number.....

Main Code School No/
Cost Code Item

Please deduct the fee indicated from the following code:

--	--	--	--

--	--	--	--

--	--	--	--

OR

Cheque enclosed (fee for non-subscribing establishments)
made payable to Devon County Council

--

OR

Please issue invoice after event

--

Cancellation arrangements:

One week – two weeks' notice = 50% of course fee. Less than one week's notice = 100% of course fees.
 You will be charged for non-attendance, so please urge a colleague to take you place.

Signed..... Date

(Headteacher)

Please state any special requirements or dietary requirements (if appropriate):

.....

.....