



# Devon School Library Service

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 .....

Establishment ..... Phone 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

Signed..... Date .....

(Headteacher)

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

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