

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@arca.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,
ARCA Admin Team

To: ARCA 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 ARCA Training Terms and Conditions.

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

ARCA Booking Amendment Form V06-2019

The information within this document was correct at the time of publication. This document is uncontrolled when printed.

© Asbestos Removal Contractors Association 2019