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**Manchester Higher**

**Promoting HE together**

## BOOKING FORM

**Year 8/9 Choices Days 2014-2015**

|  |  |
| --- | --- |
| **Number of pupils attending (maximum 30):** |  |

**Pupil selection criteria**

Please target pupils who meet at least **one** of the following selection criteria and who have the potential to achieve at least 5 A\*- C grades at GCSE (or equivalent):

* Pupils from families where parents/carers have no experience of HE
* Pupils from a care background
* Pupils with a disability
* Pupils on free school meals

For monitoring and evaluation purposes, please provide the following data:

|  |  |
| --- | --- |
| Number of learners on free school meals |  |
| Number of learners in care/from a care background |  |
| Number of learners with a disability |  |

|  |  |  |
| --- | --- | --- |
| Please select a first and second choice date for a Manchester Higher campus visit. Dates and locations are available on our website and please refer to this before you select your dates: [**www.manchester.ac.uk/manchester-higher**](http://www.manchester.ac.uk/manchester-higher)  We will make every effort to allocate you your first choice of date. Places are allocated on a first come, first served basis.  Please return this form to the **university where the event is being held**, as soon as possible and no later than 3 weeks before the date of the event. | | |
| **First choice of date:** | **Second choice of date:** | |
| **School:** | | |
| **Full Address:** | | |
| **Telephone:** | | **Postcode:** |
| **Fax:** | | **Parking required: Yes / No** |
| **Organising Teacher:** | | **Position:** |
| **Email:** | | **Contact number on the day:** |
| **Signature:** | | **Date:** |
| **Accompanying**  **Teacher(s):** | | **Mobile Tel:** |
| Please provide names of accompanying teacher(s) and their mobile telephone number(s) - please inform us of any change to these details. | | |

**Medical, disability and dietary requirements (e.g. vegetarian, allergies etc.) or other information:**

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**Manchester Higher Cancellation Policy**

Manchester Higher operates the following cancellation policy:

Upon return of your booking form, the university where the event is held will allocate your school a date and confirm this with you over email. Please note that although the event will be hosted by either The University of Manchester or Manchester Metropolitan, activities will take place across both campuses during the day.

In sending written confirmation for Manchester Higher Campus Visits, schools/colleges are agreeing to our cancellation policy which is outlined below.

Manchester Higher on behalf of The University of Manchester and Manchester Metropolitan University reserve the right to charge schools a cancellation fee of up to a **maximum of £350** where **less than 14 days’ notice** of a cancellation is given. This fee is to cover staffing costs and resources which will already have been booked and purchased.

1. **The Client**

Once a booking for an activity has been taken the **school** or **college** agrees to the following:

**Prior to the event:**

* + 1. To communicate any change in the number of attendees, giving as much notice as possible;
    2. To return any requests for information needed before an event including number of attendees, monitoring and evaluation data (free school meals, learners in care and learners with disabilities) and dietary and medical requirements etc.
    3. To notify the host University if a visit is being cancelled within the time period set out in the cancellation policy.

By signing and returning this document I am agreeing on behalf of the school/college to the terms and conditions outlined above, including the cancellation policy.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**University Use only**: Received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_

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