

**Training or Outreach Support Application Form**

This form should be completed to request outreach support or training. Please use in relation to the costing list. **Complete in block capitals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YOUR DETAILS:** | | | | |
| **Name of setting** | |  | | |
| **Name of person making the request** | |  | | |
| **Telephone number** | |  | | |
| **Job title** | |  | | |
| **Work address** | |  | | |
| **Email address** | |  | | |
| **YOUR REQUEST (HIGHLICHT AS APLLICABLE)** | | | | |
| **Outreach support** | YES / NO  FULL DAY / HALF DAY | | **Training** | YES / NO  HOUR / FULL DAY / HALF DAY  NUMBER OF PARTICIPANTS:  \_\_\_\_\_\_\_\_ |
| **PAYMENT INFORMATION:** | | | | |
| **Invoice address including email:** | | | **AUTHORISED BY:**  **JOB TITLE: SIGNATURE:**  **EMAIL:** | |

**PLEASE NOTE:** Cancellations less than 48 hours prior to the visit or training will be fully chargeable. All invoices should be paid within 30 days.

PLEASE SEND TO: [outreach@northcottschool.org.uk](mailto:outreach@northcottschool.org.uk) or Outreach Team, Northcott School, Dulverton Close, Branshome, Hull, HU7 4EL