Reed Business School

Accommodation Booking Form

Student details

Name	
Address	
Email	
Telephone	

Invoice options
Student Option - Tick only if student to be invoiced

Firm funded	
Student funded	
Student to pay single room supplement	
Student to pay premium room supplement	
Do not require accommodation the night before day 1 of course	

Employer details

Name	
Address	
Training/Line Manager name	
Position	
Email	
Tel	

Room type

Shared room £75.00	
Single room £95.00	
Premium room £115.00	

Qualification	Subject	Sitting	Accommodation start date	Accommodation end date*	Number of nights**	£
						£
						£
						£
						£
						£
						£
						£
				Total		£

Student signature

Employer signature (if firm funded)

Date

Notes

Payment terms

An invoice will be sent including bank details. Our payment terms are 30 days from invoice date or in advance of the accommodation start date whichever is sooner. If you wish to pay be credit card, please call the office.

Admin use only

Notes

* Last night of accommodation (ie night before last day of course).
** ICAEW students weekend rate applies.
Prices include VAT.
Students may attend Reed Business School on a residential or non-residential basis.
Accommodation is subject to our terms and conditions including cancellation policy:
https://www.reedbusinesssschool.co.uk/terms-and-conditions/
Hot drinks, breakfast, lunch and a two course evening meal will be provided from day one of the course to lunch on the last day.
Accommodation will be confirmed subject to availability. During busy periods you may be allocated off site and we will contact you to confirm details.
Company Registration number: 328347
VAT Registration number: 153 5508 17

Please return completed form to: rbs.reed@reedbusinesssschool.co.uk