



Education and Training Booking Form

Personal details

| | | |
|---|-------------|----------------|
| Title: | First name: | Surname: |
| Work address: | | |
| Tel: | | Email: |
| Where did you hear about this event? <input type="checkbox"/> PTHC website <input type="checkbox"/> Flyer <input type="checkbox"/> Other: _____ | | |
| Name of organisation: | | Position held: |
| Invoicing details: (Name, address, contact telephone number) | | |

Course details

| | |
|-----------------|-------|
| Course name: | |
| Course date(s): | Cost: |

Would you like us to inform you of future events that you may be interested in? Yes No

I am happy to be contacted by:

Post: Yes No

Email: Yes No

Phone: Yes No

Text: Yes No

Payment details

I would like to book the above course and pay by (*please tick and complete as appropriate*):

Cheque (payable to Phyllis Tuckwell) **Card** **BACS** **Invoice**

| | | | |
|--|----------------------------|-------------------------|---|
| Please debit my: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Delta <input type="checkbox"/> Debit | | | |
| Card number: _____ / _____ / _____ / _____ | | | |
| Valid from: | Expiry date: | Security code: | |
| Signature: | | | Date: |
| BACS payments: Lloyds Bank | Sort Code: 30-93-74 | A/C No: 48876660 | A/C name: Phyllis Tuckwell Hospice Ltd |
| Invoice No: | | | |
| PLEASE SEND US YOUR BACS REMITTANCE FORM | | | |

Please note

- A confirmation of a place will only be made on receipt of payment, at least four weeks prior to commencement of course. Late bookings must be paid immediately.
- A receipted invoice will be sent to the requested invoice address above.
- An acknowledgement letter of your booking will be sent by email, on receipt of this completed booking form, along with relevant joining instructions giving any additional details that may be necessary.
- A Certificate of Attendance will be issued after each attendee has completed the programme.

I have read and understood the Terms and Conditions overleaf

| | |
|---|--------------|
| Manager's name (<i>printed</i>): | |
| Manager's signature: | Date: |

Please return form to: Education Dept, Phyllis Tuckwell, Waverley Lane, Farnham, Surrey GU9 8BL
Telephone: 01252 729474 **Email:** education@pth.org.uk

TERMS AND CONDITIONS

Please ensure that you include a signature overleaf to confirm that you (or your manager) have read and understood the Terms and Conditions below.

Booking Conditions:

Acknowledgement of booking will be sent on receipt of the booking form, and a confirmation letter will be sent prior to the course date, giving any additional details that may be necessary. A Certificate of Attendance will be issued.

Payment:

Full payment is required four weeks before the course date. Bookings made after this time must include payment. Cheques should be made payable to Phyllis Tuckwell. If an invoice has been requested, this will be sent direct from our accounts department and if a Purchase Order No. is required by your organisation, this must be quoted on the booking form. If paying by BACS please attach the BACS remittance advice.

Cancellations/Transfers/Non-Attendance:

Refunds can be made on cancellation of any booking at least 14 days in advance of the course commencement date. Refunds will not be made for non-attendance or cancellation after that time.

It may be possible, at the time of cancellation, for attendees to transfer to a similar course taking place at a later date, subject to availability. Alternatively a substitute attendee will be accepted on to the course.

IMPORTANT. FAILURE TO ATTEND - If an individual fails to attend a course without meeting the cancellation conditions (as above) the full course fee will still be charged. **This includes non-attendees on subsidised "FREE" courses, who will be charged the normal full course fee.**

We reserve the right to cancel courses if there are insufficient numbers 7 days prior to the course date. Attendees will be notified by email and refunds given where appropriate.

Data Protection:

Phyllis Tuckwell will keep any personal information you supply for the purpose for which you have

provided it. It will not be passed to any other organisation, unless this is made explicit when you supply it. However, we may from time to time wish to send you details of other courses and services provided by Phyllis Tuckwell.

No Smoking Policy:

Phyllis Tuckwell operates a No Smoking policy across their buildings and grounds, including the entrance areas to both the Hospice and Beacon Centre. If you smoke, you may do so in the nearby roads, but we politely ask that you respect the neighbouring properties by not leaving your cigarette ends there.

Parking:

At the Hospice

There is no parking at the Hospice except for disabled badge holders. Parking is available on the various roads adjacent to the Hospice, all within a 10-15 minute walk. We ask that you do not park on the junctions of adjoining roads and also respect neighbouring private properties, driveways and access areas.

At the Beacon Centre

Free parking is available for registered attendees. Drive up to the barrier and wait for entry.

General:

We cannot accept any responsibility for loss or damage to personal property.

All attendees are required to register their attendance on arrival.

Photography:

On occasion, we may take photographs of education sessions to use in our marketing and publicity material. You consent that photographs containing your image may be used by Phyllis Tuckwell for marketing and publicity purposes, unless you tick this box:

| | | | |
|----------------------------|---------|-----------------|-----------|
| For Office Use Only | | Date: | Sheet no: |
| Nom code: | Amount: | Invoice number: | |