



St Michael's Hospice Education Department: Application Form

Applicant(s) details			
Title	First Name	Surname	Job Title

Organisation details			
Work address			Preferred address for correspondence (if different)
Postcode		fax	
Telephone	work	home	
Email Address	I wish to be added your mailing list <input type="checkbox"/>		

Special Requirements	
Course Title:	
Course Date(s):	

Where did you hear about this course? (please tick as appropriate)

- Education Programme
 Recommendation
 Flyer
 St Michael's Hospice Website
 Other (Please Specify) _____

Payment options (please select)

- Payment Deposit
 I enclose a cheque payable to St Michael's Hospice for £ _____
 Please invoice my organisation for £ _____

Before requesting an invoice please ensure that you have authority from your funding body.

Invoice address (if different to above) :

PCT/NHS Trust employees please note:

You must include a copy of your signed Study Leave form with the application form

I have read and understand the conditions of registration.

Signed _____ Date _____

Conditions of registration:

Course fees are payable in advance. A cancellation fee will be charged at 75% within 3 weeks of the date of the course (where appropriate fees may be carried forward to future events). Cancellations within 7 working days will be charged in full. If a substitute is put in place of someone who cannot attend on the day, this may incur an administration cost. Applications without payment will be treated as a provisional booking. Payment by instalments is possible by prior negotiation with the Education Department.

Deposits (for courses which are Free of Charge)

If you are attending a course that requires a deposit you must either provide a cheque or invoice details as appropriate. Cheque deposits will be returned on the final day of the course. In the event of non-attendance, or cancellation less than 7 working days in advance, invoices / cheque deposits will be processed.

Data protection:

St Michael's Hospice maintains databases for course management and marketing. Contact details are held and may be used as a basis for a mailing list to promote future courses (this information is not made available to other organisations).

Please return this form along with a cheque or invoice details:

Post to: The Education Department, St Michael's Hospice, Bartestree, Hereford HR1 4HA

Tel: 01432 852638 **Email:** education@smhospicehereford.org