

St Luke's Hospice Plymouth

Terms and Conditions

If there are insufficient bookings for a course St Luke's reserves the right to cancel. Where possible this decision will be taken no later than 1 week before the course date and all potential participants will be informed as soon as possible and any fees fully refunded.

Cancellations: Should you wish to cancel your booking (we cannot accept cancellations via telephone except as a courtesy call) please do so by email to education@stlukes-hospice.org.uk within 3 working days prior to the course date. A change of delegate's name will be accepted at any time with no cost incurred.

Refunds: Where a delegate does not attend a course without cancelling in advance, the charges are always non-refundable.

Courses with charge to delegates: Fees need to be paid in advance of the course date to ensure admittance. Cancellation fees will be charged at 50% of the course fee if the applicant cancels less than 10 working days prior to the course date and up to 3 days before the course date. A cancellation fee of 100% of the course fee will apply if the applicant cancels within 3 working days prior to the course date or does not attend.

Courses without charge to delegates: A charge of £40 will be made to delegates who fail to attend or fail to give the minimum 3 working days notice of attendance.

COURSE BOOKING FORM

Complete all sections of the form:-

Photocopy for additional copies

Please book me onto the following:-			
Title of Course: <i>FACILITATING Patient Centered Care and Choice Through Advanced Communication Skills - HEAD354</i> Venue: <i>The Woolwell Centre, Dark Lake Lane, Woolwell, Plymouth PL6 7TR</i>			
Date(s): TBC		Course fee: £450.00pp	
Surname:		Dr, Mr, Mrs, Miss, Ms Delete as appropriate	
First name:		Place of work:	
Job title:			
Address for correspondence:-			
Postcode:			
Work telephone:		Fax:	
e-mail:		Home or mobile contact number:	
FULL DAY COURSES ONLY – Please specify any special dietary requirements:			
DO YOU HAVE ANY SPECIAL NEEDS? – Please specify eg wheelchair access			
WHO IS PAYING THE COURSE FEE? <i>Please tick appropriate box →</i>		Myself	Employer <i>(give details below)</i>
			Other <i>(give details below)</i>
Please give full details and address where the invoice for the course fee should be sent:-			
Cheque for fee enclosed: <i>Tick if appropriate</i>		<i>Please make cheques payable to St Luke's Hospice Plymouth</i>	
By signing this form you are also agreeing to our terms and conditions Signed:		Date:	
Return completed form to: St Luke's Community Services, Education Department, Units 3-5, Brooklands, Budshead Road, Crownhill, Plymouth, PL6 5XR or email to education@stlukes-hospice.org.uk Please ensure we have your correct contact details. Confirmation of a place will be sent via email.			