

# STUDY DAY BOOKING FORM



Please complete and return with **cheque / details for invoicing** to:

**Education Administrator**  
**Douglas Macmillan Hospice**  
**Barlaston Road**  
**Blurton**  
**Stoke on Trent ST3 3NZ**  
**Tel: 01782 344345**  
**Fax: 01782 344331**  
**E-mail: [education@dmhospice.org.uk](mailto:education@dmhospice.org.uk)**  
**Web: [www.dmhospice.org.uk](http://www.dmhospice.org.uk)**

Please complete **ALL** relevant sections and write in **CAPITAL LETTERS** on **BOTH SIDES** of this form.

<b>TITLE</b>	<b>FULL NAME</b>
<b>ADDRESS (for correspondence)</b>	
<b>POSTCODE</b>	
<b>TELEPHONE NUMBER</b> Home / Mobile	<b>E-mail address</b>
<b>Work</b>	<b>POSITION/JOB TITLE</b>

<b>EMPLOYERS NAME</b>	
<b>EMPLOYERS ADDRESS (if different to above)</b>	
<b>POSTCODE</b>	
<b>TELEPHONE NUMBER</b>	<b>FAX</b>

## **PAYMENT DETAILS**

<b>TOTAL COST</b> £	<b>CONTACT NAME (for invoicing)</b>
<b>ADDRESS (for invoicing)</b>	
<b>POSTCODE</b>	
<b>TELEPHONE NUMBER</b>	<b>FAX</b>

*Please turn over*

**I WISH TO BOOK THE FOLLOWING STUDY DAY(S) / WORKSHOPS**

TITLE	DATE (s)	PRICE £
1.		
2.		
3.		
4.		
5.		
<b>TOTAL COST</b>		£

**Confirmation of Booking**

- Your place will be confirmed by letter after we have received your application form and **cheque** for the full amount / employer details for invoicing.

**Fees**

- Our charge for external participants attending 1 day study days is **£50.00 per person, per day**. From **April 2010** the cost will increase to **£55.00 per person, per day**.
- Information on charges for 2 day workshops is available on request.
- Study days aimed at HCSW are **£25.00 per person, per day**.

**Where did you hear about the study day/workshop? .....**

**Data Protection**

The Douglas Macmillan Hospice will use the information you provide on your booking form, and additional information you may provide in the future, for administering our training events. We will not disclose this information to any other person or organisation, except in connection with the above purpose. All participants may be provided with a list of their co-participants' names, job title and organisation, but no further details.

Please advise any special dietary requirements.

Please return your completed booking form together with a cheque for the full fee, made payable to **DMH Education Department**, at the address below.

If the fee is to be paid by your employer (Finance Department), please submit the booking form ensuring you advise full details for invoice purposes.

Outstanding invoices will need to be paid **1month** prior to commencement.

**Cancellation will only be accepted by email or in writing. Full payment is due if cancellation is received less than 14 days prior to commencement.**

Douglas Macmillan Hospice Education Department  
 Barlaston Road, Blurton, Stoke-on-Trent  
 Staffordshire ST3 3NZ

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