

Course Name	HCA Study Day	
Course Fee	£50.00 per delegate (a fee of £50.00 will also apply for non-attendees and late cancellations – see Booking Terms & Conditions)	
Venue	The Grove Hotel, East Cliff, Bournemouth	
Date		
Title		
Surname		
First names		
Job Title		
Company Name		
Work Address		
Town		
Postcode		
Work Tel No		
Home Address		
Town		
Postcode		
Tel No		
E-mail address		
Manager's Signature		Date
Employee's Signature		Date

**Payment Details**

Cheque enclosed made payable to Macmillan Caring Locally.

Paid by BACS  
Please pay to these details only: Account no: 41135473. Sort-code: 40-46-19.  
Please quote "HCA" and your surname.

Payment by invoice to above address.

**Please refer to booking terms and conditions**

**Do you have a disability/special access needs YES/NO** (please circle)  
If YES, please give details:

**Do you have specific dietary needs/food allergies YES/NO** (please circle)  
If YES, please give details:

**How did you find out about this course?** (please circle)

**Flyer Colleague Press Website E-Mail Previous Course Other**

## **Booking terms and conditions**

### **Application Form**

Please return your application form to:

Mrs Lois Marter  
Macmillan Unit  
Christchurch Hospital  
Fairmile Road  
Christchurch BH23 2JX

Tel: 01202 705470

Fax: 01202 705213

E-mail: [mmu.education@rbch.nhs.uk](mailto:mmu.education@rbch.nhs.uk)

### **Payment**

- Full payment must be received at least seven working days prior to commencing a course, study day or conference with the Macmillan Unit, Christchurch Hospital.
- Payment is accepted via cheque or BACS.

### **Cancellations, transfers and non-attendance**

All cancellations or request to transfer courses must be confirmed in writing to the Macmillan Unit either via e-mail or letter.

#### **Cancellation**

- Cancellations received less than two weeks before the start of the course are subject to a cancellation fee of £50.
- When a course is bought as a pre-paid block booking the purchaser is responsible for filling the places purchased. There is no refund for places not filled.

#### **Transfers**

- There is no charge for transferring to an alternative course date providing the request is made 14 or more days before the start of the course. One free transfer can be made after which there will be a £25 administration fee for each further request.

#### **Non-Attendance**

- If participants fail to attend the course, the full course fees are payable along with a fee of £50.
- Full course fees remain payable if participant fails to attend a funded programme.