

Application Form



Title of Masterclass/Course/Study Day(s)/Date(s)

Personal Information

Title _____ First Name _____ Surname _____

Job Title _____ Organisation _____

Address _____

_____ Post Code _____

Email _____ Telephone No _____

Special Requirements _____

Confirmation letters will be sent by email, therefore please provide an email address that is accessed on a regular basis.

Payment

Please select payment method

By Cheque Please make cheque payable to *Northern Ireland Hospice – Education Dept*

By Invoice Please invoice the following *(if different from the above address)*

Name _____ Address _____

_____ Post code _____

Email _____ Telephone No _____

If you would like to receive a receipt please tick this box

Booking Conditions

The closing date for completed application forms is 1 week prior to course date. No refund can be made were participants do not attend, but a substitute participant is welcome at any time or transfer can be made to an alternative course. 50% of the course fee will be charged in the event of a booking being cancelled less than 1 week before the course start date. A new form should be completed for each delegate, photocopies are acceptable.

Do not assume that your booking form guarantees a place wait for confirmation from the Education Department.

Data Protection

In accordance with the Data Protection Act 1998, we are required to inform you that your details will be held on file for administrative purposes only and not divulged to external agencies. **If you would like to receive information about future courses please tick this box**

**Please return to the Education Department, Northern Ireland Hospice, Somerton House,
74 Somerton Road, Belfast, BT15 3LH**