****

**Study Day Application Form**

PLEASE COMPLETE AND RETURN TO: Clinical Trainer, Lindsey Lodge Hospice, Burringham Road, Scunthorpe. DN17 2AA Email llh.training@nhs.net

|  |
| --- |
| **YOUR DETAILS** |
| Name |  |
| Organisation Address |  |
| Email Address- confirmation will be sent by email |  |
| Telephone number | Home | Work |
| Position/Job Title |  |
| I wish to apply for the following study day: |  | Date |
| Name and contact details of your line manager |  |
| Self-funding- BACS details/cheque/cash | For £ |
| Finance Department Contact and Address (to be completed if not self funding) | *Invoice/Purchase Order Number will be required to process payment* |
| Please give details of any special dietary requirements |  |
| Do you have any disabilities that we need to be aware of? |  |
| Where did you hear about us? |  |

**PLEASE TURN OVER**

**TERMS AND CONDITIONS**

**Bookings**

We will only confirm course registration upon receipt of a completed booking form for a named delegate. Until such time course place requests remain provisional and therefore may be subject to cancellation.

**Course Fees**

Payment is required prior to attendance. These can be paid… For payments requiring an invoice, terms are 30 days from date of invoice or at least 10 working days before the start of the course, whichever is sooner. If any information that you have given to us proves to be incorrect, which has resulted in our not charging you the correct fee for the courses that you are buying, we reserve the right to adjust the fee (upwards or downwards) so that it is the correct fee for your circumstances

**Cancellations**

If a registered delegate is unable to attend the study event they should telephone the training department on 01724 270835 between the hours of 8:30am- 2:30pm followed by email confirmation of the cancellation to llh.training@nhs.net Provided this is received 7 days or more before the event a full refund of any fees will be made. If cancellation notification is received less than 7 days prior to the event then no refund will be made. However, a substitution of a named delegate will be allowed. If this is not agreed then there will be no refund. Unfortunately, we occasionally find it necessary to cancel an event. When this need arises we are committed to taking positive steps to alert you to the cancellation as soon as possible. Please note that we are unable to reimburse the cost of pre-booked travel or any other costs incurred by the delegate in connection with the cancelled course. If we cancel an event, any pre-booked course fees will be reimbursed**.**

**Confidentiality**

Training materials circulated pursuant to the curriculum of that training course remain the property of Lindsey Lodge Hospice. Any information that is of a confidential nature, disclosed by the Hospice or any other attendees shall not be published or shared without express prior written consent. Lindsey Lodge Hospice encourage sharing of educational information only to those persons necessary for the purposes of the relevant training course and for enhancing performance of their duties and that of their peers.

**Data Protection**

We will not sell or share your information with any other organisations in compliance with Data Protection Act2018. You can read our full privacy statement online at [www.lindseylodgehospice.org.uk/LindseyLodge/media/Lindsey-Lodge-Media/Downloads/Lindsey-Lodge-Hospice-Privacy-Notice-General-1\_1.pdf](http://www.lindseylodgehospice.org.uk/LindseyLodge/media/Lindsey-Lodge-Media/Downloads/Lindsey-Lodge-Hospice-Privacy-Notice-General-1_1.pdf)

**I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS (Please tick) □**