

## Education Event Booking Form

**Please check Prices and Payment on Application**

Course Information	
Session Title	
Date of Session	
Personal Information	
Full Name	
Job Title Grade/Band	
Place of Work	<input type="checkbox"/> Mount Vernon Cancer Centre Staff <input type="checkbox"/> Mount Vernon Cancer Network Staff <input type="checkbox"/> Other (please state)
Name of place of work	
Contact Address	
Contact Number	(Day) (Night)
E-mail address	
Management agreement	
Tick here that you have read the terms & conditions	

Payment Details
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*Please select your preferred method of payment with an 'X' and return payment/ invoice to Anni Hall*

**By cheque**

***Please make cheques payable as detailed in programme***

***Please put the course name and date on the back of the cheque.***

**By invoice**

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

Name

Address

*(It is the delegate's responsibility to inform the Education Team 48hrs prior to the event if unable to attend. Line managers will be informed of non-attendance)*

**For queries please contact:**

Anni Hall - Education Programme Coordinator Mount Vernon Hospital, Rickmansworth Road, Northwood, Middlesex. HA6 2RN.  
Tel. 01923 844177 Fax. 01923 844172 E-mail: anni.hall@nhs.net.

# Booking terms and conditions

## **Confirmed Bookings**

All bookings must be made through the completion of an application form and sent to Anni Hall (details on bottom of pages).

When your application form is received, we will check course status and acknowledge your application by sending a confirmation letter, with full course details. In the case of a course being fully booked you will be put onto a reserve list and will be notified of this.

## **Payment terms**

For courses where a fee is applicable this must be paid in full prior to the course date and we reserve the right to re-allocate the course place to another delegate if fees are not paid on time.

***Please make cheques payable to the appropriate organisation found on each course page.***

## **Prices**

The prices quoted in our brochure or in advertising are correct at the date of publication.

## **Attendance certificates**

Attendance certificates will be provided to all delegates on completion of the course.

## **Cancellation fees**

All cancellations for bookings must be received in writing or by email to: [anni.hall@mvh-ljmc.org](mailto:anni.hall@mvh-ljmc.org)

Anni Hall, Education Co-ordinator, C/O Lynda Jackson Macmillan Centre,  
Mount Vernon Cancer Centre, Rickmansworth Road, Northwood, Middlesex, HA6 2RN

## **Cancellations must be made as follows**

7 days before the planned event/workshop/course date, there will be no charge applied.

Less than 7 days before the planned event/workshop/course date, the full costs will continue to be charged.

## **Delegate substitution**

A substitute delegate can be sent at any time, you must inform us in writing or email of the new delegate's details prior to the event.

## **Course changes**

Mount Vernon Cancer Centre and Michael Sobell House reserves the right to improve the specification and format of its courses for the benefit of the delegates without notice to the delegate.

The location and date of the course will be as advised to the delegate at the time of booking. However, Mount Vernon Cancer Centre and Michael Sobell House reserves the right to change the location of the course in exceptional circumstances and will advise the delegate as soon as this change is known.