



THE HOSPICE
OF ST FRANCIS

'Educating for Excellence'

'Education Event Booking Form'

Please photocopy as necessary

Course Information	
Session Title	
Date of Session	
Price (if applicable)	
Personal Information	
Full Name and Surname	
Job Title Grade/Band	
Place of Work/Organisation (please tick one of the options)	Hospice of St Francis Staff Mount Vernon Cancer Network Staff Other (please state)
Are you employed by (please tick one of the options)	NHS Hospital Trust Local Authority NHS Community or Primary Care Trust Independent Hospice, voluntary organisation or charity University or Education Facility Private Sector Other (please state)
Contact Address (inc post code)	
Contact Number	(Day) (Mobile) (Night)
E-mail address	
Any dietary or special needs requirements? (the hospice has disabled access and facilities)	Yes No Comment: <i>Please contact the education administer for discussion of your special needs</i>
Additional information Where did you learn about this course – please select from the following	Hospice website Promotional flyer (paper) Recommendation Promotional flyer (email) Hospice Education Programme Other (please state)
Payment and Booking Details	
<p><i>Please select your preferred method of payment with an 'x' and return payment/invoice to Janet Oates</i></p> <p>By Cheque (please make cheques payable to the <i>Hospice of St Francis</i> and include course name and date on the reverse of the cheque)</p> <p>By Invoice – please invoice work/contact address (please circle appropriate address, or detail if different from above)</p> <p>The closing date for applications is 7 days prior to the course date. No refund can be made after the closing date where participants do not inform the education administrator. Substitutes are acceptable if 7 days notice is given prior to the course date.</p> <p>Confirmation of place will be sent to the above address following application and receipt of payment where applicable.</p>	
Signature:	Date:

To find out more/book your places please contact:

**Janet Oates, Education Administrator, The Hospice of St Francis, Spring Garden Lane,
off Shootersway, Berkhamsted, Herts HP4 3GW**

01442 869550

janet.oates@stfrancis.org.uk

www.stfrancis.org.uk

Data Protection In accordance with the Data Protection Act 1998, we are required to inform you that your details will be retained and held on file for administrative purposes by The Hospice of St Francis. Please be assured that we will not pass this information on to any other organisation unless we have your prior consent.

'Total Care when Time is Precious'