

Course Booking Form



Please complete in full using BLOCK CAPITALS.

Please return this form to education@pilgrimshospices.org

DELEGATE DETAILS:

Name	<input type="text" value="Add all names here"/>	Contact No	<input type="text"/>
Email	<input type="text" value="Add all emails here"/>		
Company	<input type="text"/>	Job Role	<input type="text"/>

COURSE DETAILS:

Course Title	<input type="text"/>
Date	<input type="text"/>
<div>TOTAL: £ <input type="text"/></div>	

PAYMENT DETAILS:

Indicate preferred method of payment

Card

☐

Invoice

☐

BACS

☐

Invoice Details: Complete if you require an invoice

Please provide a Purchase Order No:

Company	<input type="text"/>	Town/City	<input type="text"/>
Address line 1	<input type="text"/>	Post code	<input type="text"/>
Address line 2	<input type="text"/>	Email	<input type="text"/>
Address line 3	<input type="text"/>	Telephone	<input type="text"/>

To make a BACS payment:

To pay by card please call: 01227 812616

Natwest PLC

Account Holder: Pilgrims Hospices in East Kent

Account: 81015798

Sort Code 60-04-27

Please email your remittance advice slip to education@pilgrimshospices.org

AGREEMENT:

By signing below, you are confirming that you have read, understood and agree to the Terms & Conditions:

Signature:	<input type="text"/>	Date:	<input type="text"/>
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TERMS AND CONDITIONS

Payment

To confirm your booking, course fees must be paid in full within 7 days. Where a purchase order is provided, payment is required within 30 days.

Course Cancellation Policy

To ensure the smooth running and viability of our courses, please note the following cancellation terms:

1. Cancellations by Participants

All fees are liable for payment unless cancellation is notified in writing at least 14 days before the event. No refunds will be made within 14 days of the event. If you are unable to attend a substitute may attend in your place.

Advanced Communications Course: Due to high demand and limited places, cancellations must be made **at least 6 weeks in advance** to receive a full refund or transfer.

2. Non-attendance

If you do not attend without prior notice, no refund will be issued.

3. Course Transfers

Requests to transfer to a different course date must be made at least 14 days before the original course. Transfers are subject to availability and can only be made once.

4. Cancellations by Pilgrims Hospice

Courses may be cancelled if minimum booking numbers are not met to ensure the **viability of the session**. We will give as much notice as possible.

In the unlikely event that we need to cancel or reschedule a course, you will be offered a full refund or the option to transfer to an alternative date.