

COURSE APPLICATION FORM

Please contact our administration team for availability before returning this form:

Telephone 0113 2466332 Email Kathryn.hawke@nhs.net Website: www.cytologytraining.co.uk

DETAILS OF THE COURSE FOR WHICH YOU WISH TO APPLY:

COURSE TITLE:

DATE OF THE COURSE:

COURSE FEE

DELEGATE INFORMATION:

TITLE:

FORENAME:

SURNAME

JOB TITLE:

EMPLOYMENT ADDRESS:

TELEPHONE:

EMAIL:

SPECIAL REQUIREMENTS: (i.e. Dietary, access etc)

METHOD OF PAYMENT: Please check our website or contact the administration team for appropriate fees.

Cheque: A cheque is enclosed made payable to 'Sheffield Teaching Hospitals NHSFT'.

Unfortunately, we are unable to accept cash payments or cheques in Euros, please contact the NEPSEC for further guidance

Employer: Please send an invoice to the following address:

Purchase Order Number: *(Required to confirm booking)*

The return of this completed form to the NEPSEC is sufficient to register a provisional place on the course (subject to availability). Please confirm the Purchase Order Number on the booking form. Places on the course cannot be fully secured until a full payment or an official purchase order document is received. The purchase order should be marked for the attention of the NEPSEC (see address below).

LINE MANAGER AUTHORISATION:

I have given approval for the above named person to attend the North of England Pathology & Screening Education Centre

NAME:

DESIGNATION:

SIGNATURE:

DATE:

How did you hear about this course?

NEPSEC Website

Word of Mouth

Conference

Journal

Other

If you have selected Conference, Journal or Other please specify here

SIGNATURE _____ **DATE** _____

PLEASE RETURN THIS FORM TO:

Administration Team, NEPSEC, Unit 3 Wakefield Office Village, Fryers Way, Silkwood Park, Wakefield, WF5 9TJ

For Office Use Only:

NEPSEC Stamp:

Total Payment £ _____

Cheque Reference/NOD Number: _____ Signed _____

North of England Pathology and Screening Education Centre

Course Applications Terms and Conditions

Payment

Payment may be made by invoice or personal cheque/employer/third party cheque. An invoice can be raised to an individual, employer or third party organisation. Applications must be accompanied by or referenced to an official purchase number where possible.

Cheques must be made payable to Sheffield Teaching Hospitals NHS Foundation Trust or Central Manchester University Hospitals NHS Foundation Trust accordingly and must be for the full amount payable.

Full payment or request for an invoice must occur at the time of application. Invoices will be raised upon receipt of an application in the period of one month to shortly after the course date and full payment is due within 30 days of issue.

Fees

Course fees are inclusive of tuition, course materials, all refreshments (including lunch*) and certificates of completion.

On occasion the centre reserves the right to offer places on courses **free of charge (FOC)**. These places are subject to a £75 admin fee for non-attendance without prior notification. Please see **FOC cancellation**.

Cancellation

Cancellation requests received more than 28 days prior to the course will receive a full refund.

Cancellations received 14 – 28 days prior to the course are subject to 75% refund.

Cancellations received 7 – 14 days prior to the course are subject to 50% refund.

There will be no refund for cancellations received less than 7 days prior to the course and failure to attend the course will be subject to the same terms.

Cancellation requests for courses, where the fee is not greater than the subsistence fee of £15, are subject to a £15.00 cancellation fee.

Cancellation request must be made by email to Kathryn.hawke@nhs.net or Isabelle.caillet@cmft.nhs.uk and cannot be accepted by any other means. Named substitutes or transference to another comparable course can be accepted as an alternative to cancellation.

FOC cancellation

Cancellation of a free course place should be notified 7 days in advance of the course date. Failure to comply will be classed as Non-attendance and a £75 administration fee will be levied.

Changes by North of England Pathology & Screening Education Centre

North of England Pathology and Screening Education Centre reserves the right to cancel or amend courses, tutors, venues, dates or fees at any time. All participants already in receipt of confirmation of place will be notified of any changes that may affect them at the earliest opportunity.

Travel and Accommodation

In the unlikely event that North of England Pathology and Screening Education Centre should cancel a scheduled course reimbursement for travel or accommodation costs cannot be made. Participants are encouraged to take out travel insurance.

* not applicable for courses with less than six participants