

External Course Booking Form

Please complete and return this form for each event that you would like to attend.
This booking form may be printed or photocopied and returned to us at St Barnabas House, Titnore Lane, Worthing,
BN12 6NZ or completed electronically and returned to education@stbh.org.uk
Confirmation of your booking will be sent to the email address provided.

Course title	
Date and time	
Participant's name	
Job title & Qualification	
Place of work (please provide full postal address)	
Employing Organisation	
Work number	
Mobile number	
Email address	
Any dietary requirements Please also inform us if you have a specific food allergy	
Please provide details or contact us regarding any special requirements or support that you may need	

For Sussex Community NHS Foundation Trust (SCFT) staff applying for courses ½ day or one day

Manager's Contact Details:	
Purchase Order Number:	

For Sussex Community NHS Foundation Trust (SCFT) staff applying for courses of more than one day

Have you completed the SCFT request form?	Yes / No
Have you received approval from SCFT?	Yes / No

For non-SCFT staff - this section must be completed for all courses requiring payment

Invoice address		Purchase Order no. (if required)
-----------------	--	-------------------------------------

If you would like to pay by Debit or Credit card, please contact the Education Department.

Please note payment is required prior to attendance. Cancellation **must** take place 7 days prior to the course for the cost to be waived. Please email education@stbh.org.uk

For use by the education department

Booked and confirmed		Invoice	
----------------------	--	---------	--



Terms and Conditions

Course Fees

Payment is required prior to attendance.

Cancellations

If a registered delegate is unable to attend the study event he/she should telephone the Education Department on 01903 706356 between the hours of 8.30am and 5pm Monday to Friday, followed by email confirmation of the cancellation to education@stbh.org.uk

Provided a cancellation is made 7 days or more before the start of the study event any fees received will be refunded. If the notification is received less than 7 days prior to the event then no refund will be made, however the registered delegate can substitute a named delegate to attend in his/her place. If a substitution is not agreed then the full cancellation fee will apply and there will be no refund of any monies previously paid.

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.

We promise we will never share your data and that we will keep your details securely.

Please return the completed form to -

Education Department, St Barnabas House, Titnore Lane, Worthing, West Sussex BN12 6NZ

or email completed form back to: education@stbh.org.uk

Tel: 01903 706356