

APPLICATION FORM

PLEASE SEE IMPORTANT NOTES ON PAYMENT OVERLEAF

PLEASE **PRINT** CLEARLY

Title (Dr, Mr, Mrs)..... Profession: Mw Cons SpR SHO Other please specify.....
 Surname: Forename(s):.....

HOME ADDRESS	WORK ADDRESS
.....
.....
.....
.....
.....
Postcode	Postcode

If funded by trust please give invoice address:

Course fee

£390, manual on cd-rom, £440, hard copy manual , (Hard copy delivered by DHL signature required)
 There is an additional £25 postage charge for hard copy manuals delivered to Southern Ireland.

Please tick here if you require a hard copy

Home Please place an **X** in the box to indicate which address is most suitable for delivery Work
 If you do not indicate an address, we will automatically send you manual to your work

BLOCK BOOKINGS (Please write name here of person who made the booking):
 Failure to change names prior to the course will result in candidates being turned away from the course.

Home Tel No: Work Tel No:
 (include area code) (include area code)
 Mobile No: E-mail:

Job Title: Dietary Needs:
 (Vegetarian/Vegan etc.)

Once you have decided which venue you would like to attend

PLEASE RING THE ALSO OFFICE AND CHECK AVAILABILITY (0191) 276 5738

THEN WRITE YOUR COURSE VENUE IN THE BOX AND RETURN THIS FORM TO THE ADDRESS BELOW

Venue:	Date:
--------	-------

I understand that the information given will be stored on a computer-generated list, and will not be disclosed to third parties

Signed: Dated:

PLEASE RETURN TO

ALSO(UK) Office • Unit 16 St. Peter's Wharf • Newcastle upon Tyne • NE6 1TZ
 Tel: (0191) 276 5738 • Fax: (0191) 265 3119

NOTES ON PAYMENT

This application form **MUST** be accompanied by the following:

- 1 **Provider Courses** - £390 for manual on cd-rom, £440 for a hard copy.(An additional £50 fee for non-NHS or overseas). **Hard copy of manuals delivered to Southern Ireland incur an additional £25 postage fee.**
- 2 **Please note that we are unable to accept purchase orders from trusts due to poor payment history therefore we must receive payment BEFORE the course date.**

**YOUR CD-ROM/MANUAL WILL THEN BE DESPATCHED
UPON RECEIPT OF PAYMENT**

AN AGENCY WILL BE EMPLOYED TO RETRIEVE ANY NON-PAYMENT

Completed forms / payment must be returned to the ALSO office
NO LATER THAN 12 WEEKS BEFORE THE COURSE

.....

PLEASE REMEMBER THAT THE COURSE CD-ROM/MANUAL CANNOT BE SENT
TO YOU **UNTIL** WE RECEIVE PAYMENT

IF WE HAVE NOT RECEIVED YOUR PAYMENT
12 WEEKS BEFORE THE COURSE

.....

YOUR PLACE WILL BE FORFEITED WITHOUT FURTHER NOTICE

ALSO Cancellation Policy

ALL CANCELLATIONS MUST BE MADE IN WRITING

Transfers can only be made up to 12 weeks prior to the course date and will incur an admin fee of £50 payable to ALSO(UK). **NO transfers will be accepted after this 12 week period.**

Cancellations made up to **12** weeks and prior, are subjected to a £125 administration fee.

Cancellations made between **12** and **four** weeks before the course will lose 50% of the course fee.

Cancellations made four weeks or less before the course are liable for the full course fee.