



**Booking Form for Havens Education courses**

**PLEASE COMPLETE IN BLOCK CAPITALS**

Course(s) you would like to attend	Dates
1. ....	.....
2. ....	.....
3. ....	.....

Your details

Title:..... First Name: ..... Surname: .....

Job Title: .....

Organisation:.....

Contact address: .....

Contact telephone number: .....

Email Address \* : .....

Any special dietary requirements: .....

How did you find out about the course? .....

\*Please note we will communicate with you, and send you joining instructions and a map by email.

**If you are booking as a group for a course, please write down additional names, contact details and dietary requirements (including email) on the reverse of this sheet.**

**Payment details**

You can pay by cheque or ask us to raise an invoice to your organisation.

A cheque is attached for the sum of £.....

(payable to **Imperial College Healthcare NHS Trust**)

or please send an invoice for the sum of £..... (provide name, address and contact number below)

.....

.....

# Group booking discount for people applying to go on the same course, on the same date: for 5 or more, 5%, or for 10 or more, 10% (please subtract from the sum above as appropriate).

## If you wish to cancel your attendance one month or less prior to the course, a fee of 20% will be subtracted from your refund. Alternatively, you can arrange to book a date for later on free of charge. Any refund requested within 2 weeks of us receiving this form will also be processed free of charge.

Please return this form to:

**Victoria Poon (Training Co-ordinator)**  
**The Haven – Paddington**  
**St. Mary’s Hospital, Praed Street,**  
**London W2 1NY**

Email: [havenseducation@imperial.nhs.uk](mailto:havenseducation@imperial.nhs.uk) Tel no: 020 7886 1101