

# Six Steps+ Programme

## Booking Form

Please select the course you wish to book:

- ☐ Six Steps+ Programme (£575.00)
- ☐ Organisational Verification (£575.00)

Date of course

Venue

Surname			Dr / Mr / Mrs / Miss / Ms
First name(s)			
Job title			
Organisation name			
Organisation address (for correspondence)			
Work telephone no			
Mobile number no			
Email		Fax	
Manager name	Work telephone no	Email	
Payment method	<p>An invoice will be raised for the course fees, which should be paid in advance of the course. Please give details below of whom the invoice should be addressed and provide full address for the invoice:</p> <p>(Please keep a copy for your records. <b>Full payment needs to be received in order to secure your place.</b>)</p>		
<p>I certify that the named delegate has QCF level three or above or is someone who is in a position to influence change and champion high quality end of life care in their setting, and is able to complete the written theory elements of the course.</p>			
<b>Signed</b>		<b>Date</b>	

Please return completed form to:

✉ education@stlukes-hospice.org.uk

🏠 St Luke's Hospice Plymouth, Education Department, Stamford Road, Turnchapel, Plymouth, PL9 9XA

☎ 01752 964250

We reserve the right to cancel the course if the minimum number of delegates is not achieved.

# Six Steps+ Programme

## Terms and conditions

### **Insufficient bookings**

If there are insufficient bookings for a course St Luke's reserves the right to cancel. Where possible this decision will be taken no later than 1 week before the course date and all potential participants will be informed as soon as possible and any fees fully refunded.

### **Cancellations**

Should you wish to cancel your booking (we cannot accept cancellations via telephone except as a courtesy call) please do so by email to [education@stlukes-hospice.org.uk](mailto:education@stlukes-hospice.org.uk) within 3 working days prior to the course date. A change of delegate's name will be accepted at any time with no cost incurred.

### **Refunds**

Where a delegate does not attend a course without cancelling in advance, the charges are always non-refundable.

### **Courses with charge to delegates**

Fees need to be paid in advance of the course date to ensure admittance. Cancellation fees will be charged at 50% of the course fee if the applicant cancels less than 10 working days prior to the course date and up to 3 days before the course date. A cancellation fee of 100% of the course fee will apply if the applicant cancels within 3 working days prior to the course date or does not attend.

### **Courses without charge to delegates**

A charge of £40 will be made to delegates who fail to attend or fail to give the minimum 3 working days notice of attendance.