

Dementia Care Matters National Course 2018

BOOKING FORM

Please complete in block capitals and return one form per participant.

COURSE: **Enabling**

VENUE: Elizabeth Jenkins Place

Participant details:

Name _____

Job Title _____

Organisation _____

Place of Work _____

(If Applicable)

WORK Address: _____

Postcode _____ Work Tel/Fax _____

Work Email Address

HOME Address

Postcode _____ Home Tel/Mobile _____

Home Email Address

Important: ✓ Please indicate your preferred email address for information to be sent to you including:
Course joining instructions, updates, and correspondence relating to your assignments and results.

Special Requirements (i.e. Mobility) _____

On receipt of satisfactory booking and payment details, Dementia Care Matters will forward confirmation of your reserved places(s). Full confirmation and joining instruction will be provided one month prior to the course commencement date, upon receipt of full payment.

PAYMENT FORM

Please complete in Block Capitals

Please return booking and payment form to:

Dementia Care Matters

Email:

Sharon@dementiacarematters.com

dementia
care
matters™

*Feelings
matter most*

Dementia Care Matters National Course 2018

Place(s) and course

I would like to book _____ place(s).

Course Title: _____

Course Location: _____

OPTION 1: Payment by Cheque / Credit Card

I enclose a cheque made payable to Dementia Care Matters Ltd for £ _____
(Please add VAT of 20%)

For Credit Card Payments please ring our office 01273 242335

Option 2: Please send an invoice to:

Name: _____

Position: _____

Invoice Address: _____

Postcode: _____ Telephone: _____

Email: _____ Purchase Order Number : _____
(if required)

Cancellation Policy / Terms and Conditions

A refund of fees (less 25% administration fee) will only be made for cancellations made in writing and received by Dementia Care Matters 28 days before the event. No refunds will be made for cancellations received within 28 days of the event and failure to attend after confirming a booking will be subject to the same terms (although a subsequent participant will be accepted). In the event of any course cancellation by the organisers this will be rescheduled and Dementia Care Matters will have no liability for the participants travel or accommodation costs. Dementia Care Matters reserves the right to substitute trainers if the need arises.

Authorised Signature must be obtained to reserve your place(s)

- I have read and agree to the above cancellation terms.
- I confirm the above booking and authorise payment

Authorised Signature: _____

Date: _____

Please return booking and payment form to:

Dementia Care Matters

Email:

Sharon@dementiacarematters.com

