

Registration form: training courses 2009

Please use a new form for each delegate. Please feel free to photocopy or scan this form as many times as you wish. Please complete and send to David Holmes: 53 Pilgrims Way West, Otford, Sevenoaks, Kent, TN14 5JQ or email to: mhfalondon@mind.org.uk.

Name of course you would like to attend: Mental Health First Aid

Venue/dates on which you would like to attend (see attached list of courses)

Venue: _____ **Dates:** _____

Please tick appropriate fee

- Course 'A': £25 - Voluntary/charity (London based) organisations. £50 - Statutory sector (London based)
 £100- Voluntary/Charity (not London) organisations £150 - Statutory sector (not London)
- Course 'B': Free – All organisations (London based)
 £75 - Voluntary/charity organisations (not London) £125 - Statutory sector (not London)

Prices for course 'A' include the training session, your comprehensive training materials, certification fee, lunch, coffee/tea on arrival, mid-morning and mid-afternoon.

Prices for course 'B' include the training session, comprehensive training materials and certification fee.

Delegate details:

Title _____ First Name _____ Surname _____
Job title _____
Organisation _____
Address _____
Postcode _____
Tel _____ Fax _____
Email _____

Dietary requirements _____ Access requirements _____
(e.g. large print, hearing loop)

Payment methods (tick only one box)

- Cheque enclosed for £_____ (payable to **Mind**)
 Invoice to the address above
 Invoice to the contact name and address below:

Name: _____
Organisation: _____
Address: _____
Postcode: _____

Charge my credit card: Visa Mastercard Switch

Card Number _____ Expiry date _____
Cardholder Name _____
3 digit security code on back of card _____ Signature _____
Billing address (if different to above) _____
Postcode _____

Booking terms and conditions

Cancellations: Cancellations received in writing one month before the course date will be charged a £50 cancellation fee. Cancellations received after this date will be liable for the full registration fee. Substitutions can be made at any time without charge. In the event of circumstances beyond its control, Mind reserves the right to amend or cancel any conference or training. Mind is not liable for any expense incurred by delegates as a result of cancellation.

Joining instructions will be sent out approximately in advance by email unless a specific request is made for them to be sent out by Royal Mail.

Programme: Courses will normally start with registration at 9:15am and finish by 5:00pm. Exact times will be included in the joining instructions.

Mind reserves the right to make any changes to the programme advertised without prior notification.