

How to book a place on a training course

- If you would like to book a place on one of our courses contained within the Training & Information Programme, please complete a Booking Form and return to the Training Administrator at the address below.
- Please use separate Booking Forms if you wish to book a place on more than one course (photocopies are acceptable).
- If several places are required, each person should complete a Booking Form and return.

BOOKING CONDITIONS

CONFIRMATION OF BOOKING

- Once we receive your Booking Form, we will send you a confirmation letter, and map of our location.
 - If places are no longer available, we will inform you accordingly.

CHARGES & REFUNDS

- Please make cheques payable to "Cornwall and Isles of Scilly Primary Care Trust".
 - Please note that invoices will be raised for attendance following the course date.
- Course places will still be charged unless we are notified at least a week in advance.
 - Payments will be refunded if you cancel up to 7 days prior to the course being run.
- If we have to cancel a course we will give you at least a weeks notice, and refund any fees paid.

ENQUIRIES

If you want to know more details about the content of any courses, or would like further copies of the Training Programme, please contact us on 01209 313419.

PLEASE SEND YOUR COMPLETED BOOKING FORM TO:

The Training Administrator
Health Promotion Service
The Kernow Building
Wilson Way, Pool,
Redruth TR15 3QE