



“Mental Health Awareness” Booking Form

I would like to book a place on the “Mental Health Awareness” Training Day to be held

at _____(please insert venue) on _____(please insert date)

Name

Address

.....

..... Post code

Telephone number mobile

Email address:

Name of your organisation

Job title

Any specific issues you would particularly like to be discussed during the training

.....

Any special needs (inc diet)

I enclose a cheque payable to ‘harm-ed’ for £130 per individual participant (reduced to £110 per participant if 3 or more bookings are being made at the same time), or request that harm-ed invoice my organisation at:

Contact Name:

Accounts Office Address:

.....

Signature:

I agree that my signature and submission of this form is a commitment to payment of the course fee, and signifies my acceptance of the Terms and Conditions detailed overleaf.



harm-ed
self-harm awareness training and consultancy

Booking forms to be returned to:

harm-ed
PO BOX 1045,
Brierfield
NELSON
BB9 4BA

Terms and conditions

The trainers and harm-ed are not responsible for any actions taken as a result of information contained either in the training course or materials provided to participants.

- Places are allocated on a 'first come first served' basis and your booking can only be secured once harm-ed is in receipt of a signed booking form.
- **The fee must be paid 14 days before the course date.** Late payment carries the risk of the course being fully subscribed and the provisional booking thereby being cancelled.
- If full payment has not been received by one month after the date of the training then an **administrative charge of 10% of the total fee** will be added.

cancellation by clients

- harm-ed must receive notification of cancellation up to 14 days before the course date
- if cancellation is made later than 14 days before the course date, fees cannot be refunded
- refunds are subject to a £15 administrative charge
- substitution of the original course participant for another person may be made, provided that harm-ed is informed before the course date

cancellation by harm-ed

- while every attempt is made to ensure that all courses run as advertised, in the event of a cancellation being unavoidable, harm-ed will notify the client of cancellation as soon as is practically possible.
- harm-ed will notify the client of cancellation no less than 10 days prior to a course date if numbers fail to reach a workable minimum.
- in the event of a cancellation, clients will be offered the option to attend another course on a different date or at a different venue; or full refund of the course fee.

The itinerary and directions will be sent to you on receipt of booking form and money paid.

training@harm-ed.co.uk

Tel: 01282 698530 Mobile: 07908 244035

www.harm-ed.co.uk

harm-ed is a non-profit organisation: registered in England and Wales 6319428

harm-ed would like to keep you informed of any future training dates/events, if you do not wish to be contacted please tick the box