## PHE South East

## Health Protection Team

Civic Centre, Level 2

Tannery Lane

Ashford

Kent

TN23 1PL

TEL: 0344 225 3861

Opt 1

FAX: 01233 639747

**Protecting and improving the nation’s health**

Please return form to **Paula Cowperthwaite** at the above address or email to: [Kent.BusinessSupport@phe.gov.uk](mailto:Kent.BusinessSupport@phe.gov.uk)

# TRAINING APPLICATION FORM

### Please complete in Block Capitals

Course Name

Course Date

## Your Details

Name

Designation

Work Address

Telephone

Email/Fax

**Invoicing Details:** Please be advised that these details are of extreme importance, please ensure they are correct and that funding has been sought from your relevant department. Purchase Order Numbers MUST be provided within 14 days of booking. Should you be paying by Cheque please make it payable to Public Health England. **NB.** All Practice staff should contact the Invicta Learning Team in the first instance, as they may be able to supply funding.

Name

Address

Email

Telephone

**Purchase Order/**

**Cheque Number**

**Signed** (by applicant) I hereby agree to the terms and conditions provided and can confirm that I have authorisation to use the invoice details supplied above.

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Dated: ---------------------------------------------

# Booking Terms and Conditions

1. **Allocation of places**

A place will be provisionally booked for you when you call or email the PHE office, this will be held for 14 days during which time you will need to complete the application form, and supply either a cheque or Purchase Order number, once received your booking will be confirmed.

**2. Payments**

Payment may be made by either cheque or by requesting an invoice. PHE reserves the right to cancel your booking if either a cheque or Purchase Order is not received in accordance with these booking terms and conditions.

**Cheque**

Made payable to Public Health England, returned with the completed application form. Cheques must be received into the PHE office 5 working days before the course start date to confirm the booking. Please write the name of the delegate the course title and date of course on the back of the cheque.

**PLEASE NOTE; If, for any reason you wish to cancel your place (within the allocated time scale), please be advised that Public Health England are unable to refund the payment made by cheque. In this case, a credit to the amount paid will be held on file for your company.**

# Invoicing

A purchase order must be provided with the application form. Bookings received without a Purchase Order number will be held for 14 days if no Purchase Order is received, your booking will be cancelled.

Invoices will be issued approximately two weeks before the course start date and will be sent to organisation’s authorised payment address provided. New customers may be asked to complete a PHE Customer Application for Credit form to enter the organisation on to our payments system.

**3. Delegate Cancellations**

Bookings may be cancelled free of charge up to10 working days before the course start date. Cancellations requested less than 10 days before the course start date the full course fee remains payable.

**4. Transfers/substitutions**

Should you be unable to attend your chosen session date, contact the Public Health England office either by telephone or email. You may transfer to an alternative course free of charge if the request is received no less than 10 working days prior to the original course start date. If you wish to transfer you must do so within the 10 working days cancellation period or it shall be classed as a cancellation.

Should you wish to substitute the name on the booking, you must inform us at least two working days prior to the start date of the course, no additional charges are made for substitutions.

**5. Course Cancellations**

PHE reserves the right to cancel a course at any time. In the event PHE cancels a course delegates may either:

1. Accept automatic transfer to the next available course of the same topic. Please note the venue may be changed.
2. Request a transfer to an alternative course date at no additional charge providing the request is received no later than 5 working days before the start of the substitute course offered.

**6. Certificates of Attendance**

Certificates of attendance are supplied for all of our courses.

**7. Handouts**

Handouts are not supplied prior to the course date; please supply an email address to which they can be sent after the course.

**8. Funding**

Public Health England will not source or supply funding for our courses, nor will we offer free course places.