

LWDP Booking Form

Please complete a separate booking form for each delegate

Course/Event Details

Course/Event Title:	
Course Ref:	
Venue:	
Date of Course:	
Time:	

Organisation Details

Organisation:				
Address:				
Town:				
Post Code:				
Email address:				
Telephone:				
Care sector area: <small>(Please tick the main type of care you provide)</small>	Domiciliary Care	<input type="checkbox"/>	Mental Health Problems	<input type="checkbox"/>
	Residential Care	<input type="checkbox"/>	Learning Disabilities	<input type="checkbox"/>
	Nursing Care	<input type="checkbox"/>	Physical Disabilities	<input type="checkbox"/>
	Other	<input type="checkbox"/>	Sensory Impairment	<input type="checkbox"/>
			Elderly	<input type="checkbox"/>

Delegate Details

Delegate Name:	
Date of Birth:	
E-mail address: <small>(Where Joining instructions will be sent)</small>	
Position in organisation:	
Place of work:	
Postal Address to which joining instructions should be sent if no email available	
Please state any requirements you may have (I.E. Dietary, Access requirements, Hearing loop etc)	

Payment

Organisation or name of payee	
Amount Paid	
Please tick to show payment method used	BACS <input type="checkbox"/> CHEQUE <input type="checkbox"/>
I agree to pay / have paid the course fee as advertised according to the terms and conditions	
Signature of payee:	
For BACS payments our details are: Sort Code – 16.28.33 Account Number – 10537987. Cheques should be made payable to: Lancashire Workforce Development Partnership and returned to LWDP, Marian House, Beech Grove, Preston PR2 1DU Tel: 01772 761855 Fax: 01772 739416	

LWDP Short Courses / Events Terms and Conditions:

Written confirmation will constitute a confirmed place and the appropriate remittance should be forwarded to the LWDP, prior to commencement of the course. (See address against payment details under terms and conditions). Unconfirmed bookings will be considered as cancelled.

Criteria

LWDP short courses are available to support the independent care sector within the LCC boundaries. Please note that Blackburn with Darwin and Blackpool, who are in themselves Unitary Authorities, are therefore outside these boundaries. Since December 2009, the LWDP has been unable to subsidise courses for those providing children's services. However, in exceptional circumstances and where there are places available after the cut-off date, places may be offered at the full course cost to those working in a direct caring role, but unable to meet one or other funding criteria.

Payment

Please send the full course fee at the time of booking and in advance of the course date. Currently you can pay on line, by BACS or cheque. Your place will be confirmed and joining instructions sent out to you at least 3 days prior to the course start date.

Refunds

Courses are subject to a minimum and maximum number. In the event of a course not running through insufficient interest, a full refund will be made, or a place reserved on a future programme of the same title. If a place is requested to join a course which is fully booked, delegates may be offered an alternative place on a future course of the same title or similar content or elect to have a full refund.

Cancellations

A booking is termed confirmed once a course booking form or written confirmation has been received. In the event of receiving a request to cancel a confirmed booking the following terms will apply:

- For cancellations received two weeks prior to the event a full refund will be made.
- Cancellations received after two weeks will only be refunded in full if the place is able to be filled by another delegate.
- Where a named place has been confirmed, the name can be substituted for another person by prior agreement.
- Cancellations must be confirmed in writing.
- In all other circumstances the booking fee is non-returnable.
- LWDP reserves the right to cancel courses in advance, in which case any fees tendered will be refunded in full.