|  |  |
| --- | --- |
| **Course name** | Adult Mental Health First Aid |
| **Course date** |  |
| **Candidate name** |  |
| **Organisation/affiliation (if applicable)** |  |
| **Position (if applicable)** |  |
|  | |
| **Email address** |  |
| **Telephone number** |  |
| **Dietary / assistance requirements** |  |
| **Emergency contact name and phone no\*** |  |
| **If you would like to receive information and updates for upcoming courses please tick here** | |
| **Amount payable:** £150 per person  **Bacs:** Mind Monmouthshire Account no.:00023344, sort code 40-52-40  **Cheques:** Made payable to Mind Monmouthshire  **Card**: please contact the office on 01873 858275  If you would like us to invoice please provide contact details and a purchase order number if applicable. | |

Training Booking form

\*This information is required for safety purposes.

**Please send form to training@mindmonmouthshire.org.uk**

**Cancellation Policy**

Cancellation of the course must be made either in writing or by email.

Cancellation charges are as follows:

|  |  |
| --- | --- |
| In excess of 28 days prior to the course start date | No Charge |
| 14 – 28 days prior to the course start date | 50% of the full fees |
| Within 7 days or after commencement of the training | 100% of the full fee |

**Important information**

We are happy for substitute candidates to attend but request that we are informed of this prior to the course dates.

Candidates must complete both full days to gain certification.

Mind Monmouthshire reserve the right to cancel courses, change course location or instructors. Candidates will be given adequate notice of any changes prior to the start of the course.

**Privacy Policy**

Please visit our website or contact our office on [info@mindmonmouthshire.org.uk](mailto:info@mindmonmouthshire.org.uk) or 01873 858275.