



For better mental health

# Learning and Development Department MIND in Exeter and East Devon Ltd

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W: [www.mindex.org.uk](http://www.mindex.org.uk) or [www.recoverydevon.co.uk/mind.html](http://www.recoverydevon.co.uk/mind.html)  
UK Registered Learning Provider No.: 10021022 Registered Charity No. 1056071.  
Registered Office: 4 Charlotte Mews, Pavilion Place, Exeter EX2 4HA No. 2908400



## Learning & Development Booking Form

Please use a separate booking form for each course or workshop being booked. Feel free to photocopy as required.

<b>Your Contact Details:</b>			
Name:		Email:	
Address:		<i>Tick if you would like to be added to our learning &amp; development email mailing list</i> <input type="checkbox"/>	
Postcode:			
Contact Number:			
<b>Course &amp; Workshop Details:</b>			
Course / Workshop Title:		Date(s):	
If the workshop you are booking in for is full, would you like an alternative date? If so, please state here an alternative date from those in the prospectus:			
Do you have any learning support needs e.g. hearing, sight, mobility, health etc.?		<input type="checkbox"/> YES / <input type="checkbox"/> NO	
If yes, please list below. Would you like to discuss these with the course tutor to enable you to get the most from the course workshop?		<input type="checkbox"/> YES / <input type="checkbox"/> NO	
<b>Payment Information:</b>			
Cost: £		I would like to pay by:	<input type="checkbox"/> Cheque. Cheques should be made payable to <b>MIND in Exeter &amp; East Devon Ltd.</b>
<input type="checkbox"/> Please tick if you are a member of MIND or a carer as you can apply for a free place on receipt of a £5 returnable deposit		<input type="checkbox"/> BACS - Please invoice me at:	
<b>Terms &amp; Conditions of Booking:</b> also listed in our prospectus and website			
<b>Bookings:</b> Bookings will only be accepted on receipt of a booking form. Feel free to photocopy booking forms as required. If a booking form is not with this prospectus, they can be downloaded from <a href="http://www.recoverydevon.co.uk/mind.htm">www.recoverydevon.co.uk/mind.htm</a> . We can also send one to you by contacting us as shown on the front page. We will confirm all bookings on receipt of a booking form. All cheques should be made payable to MIND in Exeter and East Devon.			
<b>Refreshments:</b> Refreshments will be available free of charge on all training days consisting of tea, selection of herbal teas, coffee and biscuits. Where a buffet is served this, is mentioned in the workshop and, will consist mainly of vegetarian items. If you have any special dietary requirements, please let us know in advance so we can cater for you.			
<b>Cancellations:</b> You are welcome to substitute anyone in your place at anytime. Cancellations will be accepted and a full refund / credit note given if the cancellation is received 7 days in advance of the 1st session / workshop otherwise an admin charge of £10 will be made to cover costs. We will do our best not to cancel any sessions and will always let you know at least 7 days in advance unless trainer illness prevents us from delivering the training when a full refund / credit note will be issued.			
I confirm that I have read the terms and conditions & would like to apply for this course / workshop.			
Signature:		Date:	
<i>if sending by email, please type your name</i>			
Thank you for completing this booking form. Please return it to us at the address at the top of the page, or fax / email if requesting an invoice. Thank you.			