

# Training Course Application Form

This form can be photocopied as necessary

**PLEASE COMPLETE IN BLOCK CAPITALS**

**Title:** Mr / Ms / Miss / Mrs / Dr / Sr

**First Name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Hospital:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Contact Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Courses Required:**

<u>Course Title:</u>	<u>No of Places:</u>	<u>Course Date:</u>
_____	_____	_____
_____	_____	_____

I enclose total payment of  to confirm my place on the above course(s)

(If you are attaching a hospital order number, please enter the number in the box above in lieu of payment)

Cheque  Postal Order  Credit Card  **\*PAYMENT SHOULD BE MADE TO CARDIAC SERVICES\***

**Credit Card Payments:**

*All bookings made by credit card are deducted at the Euro rate*

**Card Type:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_ / \_\_\_\_\_  
 (Mastercard / Visa / etc) mm yy

**Card Number:**  
    /     /

**3 Digit Security Code** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Please indicate any special dietary requirements here:** \_\_\_\_\_

Return your completed booking form to:  
 Education & Training Department, Cardiac Services Group, 128 Slaney Rd, Dublin Industrial Estate, Dublin 11  
 PLEASE VISIT OUR WEBSITE FOR FURTHER INFORMATION  
[www.cardiac-services.com](http://www.cardiac-services.com)

**Please see overleaf for our Terms and Conditions of booking**

## Terms & Conditions of booking training courses:

1. *Full fees will be due from attendees who fail to give 2 weeks written notice of cancellation. After this, refunds will only be given in exceptional circumstances.*
2. *Name changes can be made up to 1 week before the course, otherwise an administration fee may be incurred.*
3. *Telephone bookings are only accepted where they are accompanied by a valid credit card/hospital order number. We cannot reserve places without payment.*
4. *Places must be paid for in advance. We can only invoice courses if a hard copy of the relevant official purchase order from your hospital is provided at the time of booking. We regret that for all courses (incl Endoscopy) we cannot invoice without a proper purchase order number.*
5. *Cardiac Services reserve the right to defer or withdraw courses if minimum numbers of attendees are not achieved.*
6. *Course fee includes course materials and catering. Exact times of courses will be advised in a confirmation letter after booking. A map to each location will be supplied with the confirmation letter.*
7. *If you have a special dietary requirement, we request that you make this known to us at least two weeks before the course. Our catering is booked in advance. We cannot be held responsible if food provided is contrary to health or religious requirements if we have not been forewarned.*
8. *The copying, loan, unauthorised use or hire of course materials supplied to attendees on Cardiac Services courses is strictly prohibited.*
9. *Special offers ONLY apply in cases where the courses booked are run on consecutive days. These offers only apply to the courses stated on the official schedule and are strictly non-transferrable.*
10. *Group discounts only apply to groups booking at the same time for the same course from the same hospital*
11. ***Important Note for Northern Ireland/UK customers:***  
*Due to circumstances beyond our control, all bookings made by credit card are deducted at the Euro rate. Payments made by cheque or postal order should be made at the Sterling rate. We regret we cannot accept Switch card payments.*