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**Please email or post this form with your payment to: Education Administrator, LauraLynn, Ireland’s Children’s Hospice, Leopardstown Road, Foxrock, Dublin 18.**

**Tel: +353 01 2893151 Email: amandav@lauralynn.ie**

Please use a new application form for each participant or for booking more than one course

YOUR SELECTED COURSE

Course Name:

Preferred Date(s): (1) (2)

Fee (€):

YOUR PERSONAL INFORMATION – PLEASE USE BLOCK CAPITALS AND WRITE CLEARLY

Dr Mrs Miss Ms Mr Other Title PLEASE SPECIFY

Surname:

First name(s):

Job Title:

Organisation:

Postal Address (for course correspondence):

Town: County:

(Mobile) Telephone: Fax:

Email

PAYMENT

**Who is funding this course for you?**

Self-Funded Employer Other

**How would you like to pay?**

I WISH TO PAY BY CHEQUE - Please make cheques payable to LauraLynn, Ireland’s Children’s Hospice and put your name and course on the back.

PLEASE INVOICE MY ORGANISATION – Please specify the name, address and job title of the person to be invoiced and ask them to sign in this section.

Name: Phone Number:

Address:

Job Title: Signature of person to be invoiced: Date:

ADDITIONAL INFORMATION

How did you hear about this course?

Why have you chosen to learn with us at LauraLynn?

Would you be interested in a brief tour of the facilities while you are on-site with us?

**Special needs:** The Education Department at LauraLynn has full disabled access to all areas of the building (if permission is provided) and can accommodate most special needs. Please contact the Education Administrator if you have special needs.

BOOKING CONDITIONS

If the applicant is unable to attend the course following payment of the course fee and provides more than 28 days notice, a full refund will be given. If 10-28 days notice of cancellation is given, 50% of the fee will be refunded and where less than 10 days notice is provided of cancellation, course fees will not be refunded.

Your place on the course will be confirmed by **EMAIL** following receipt of your booking form and fee. Receipts for monies received can be collected on the day of the course.

Lunch (on full day courses) and refreshments are included in the booking fee.

NB: To save the trees, we send out course materials **via email** in advance of the programmes where applicable – please check your email in advance of the course and you can decide whether to print off materials sent. Handouts will be available by email after the course.

**Your Learning Plan (which will be emailed to you with your Course Confirmation) is an integral part of the workshop – please ensure that you complete it prior to attendance**.

DATA PROTECTION

In accordance with the Data Protection Act, we are required to inform you that your details will be retained and held on file for administrative purposes by LauraLynn. Please be assured that we will not pass this information on to any other organisation unless we have your prior consent. From time to time we may send out flyers or information by email or post. **Please tick this box if you do NOT want to receive this information**

SIGNATURE

Signature: Date:

**We look forward to welcoming you to LauraLynn!**