

Training Programme

Participant Place Cancellation Form

Fill in black ink using block capitals - Please read the terms and conditions for more information
A separate form is required for each training course

Course Title:.....	Course Date:.....
Name: <input type="text"/> <input type="text"/>	Occupation/Job Title:.....
Group/Organisation:	Tel No.: <input type="text"/>
Address:.....	Fax No.: <input type="text"/>
Post Code:.....	Mobile: <input type="text"/>
	Email: <input type="text"/> <input type="text"/>

Reason for Cancellation:

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Points to remember:-

If a candidate cannot attend their chosen course, they must notify the department one week before the course date. If the candidate is not able to notify of non-attendance, e.g. maternity leave, sickness leave, compassionate leave, this then becomes the responsibility of the line manager to inform the department. This will enable us to re-allocate the place.

If the applicant of their manager fails to inform us of their inability to attend for any reason, the unsubsidised course fee rate of **£75** will be charged.

Applicants will ensure that they inform us of any change of address or other contact details.

Courses will begin promptly, generally at 9.30 am unless otherwise stated.

Management Approval:	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
I confirm that I support this cancellation			

****There are different administrators for different courses, please send your cancellation form to the appropriate administrator****

Section	Administrator	Base
Mental Health	Madge Strong	Victoria Mill 0161 861 2547
Physical Activity, Healthy Eating, Cancer Prevention	Ruhana Miah	Fallowfield Library 0161 248 1766
Sexual Health & Harm Reduction	Kellie McGuire	Fallowfield Library 0161 248 1750
Stop Smoking	Michelle Dooley	Victoria Mill 0161 861 2587

<p style="text-align: center;">Victoria Mill</p> <p style="text-align: center;">Lower Vickers Street, Miles Platting, Manchester, M40 7LJ Tel: 0161 861 2546 (Switchboard) Fax: 0161 203 5817</p>	<p style="text-align: center;">Fallowfield Library</p> <p style="text-align: center;">1st Floor Fallowfield Library, Platt Lane, Fallowfield, Manchester, M14 7FB Tel: 0161 248 1767 (Switchboard) Fax: 0161 248 1751</p>
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