**Mental Heatlh First Aider Training Booking Form**

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| **Name:** |
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| **Organisation:** |
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| **Address:** |
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| **Telephone number:** |
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| **Email address:** |
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| **Course date:** |
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| **Email address for invoice to be sent (usually your finance department):** |
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Please return your completed MHFA booking form to [MHFA@raedwaldtrust.org](mailto:MHFA@raedwaldtrust.org). You will receive a confirmation email and an invoice will be issued.

**\*Please note that joining instructions cannot be sent until payment has been received. \***

If you are unable to attend the course you are booked on, you may substitute, by prior arrangement and after notifying us, someone else from your organisation.

If you are unable to attend and cannot/do not wish to transfer your place to someone else in your organisation, we may accept the fee paid as payment towards a place on the same or another course taking place within the 12 months following the originally booked event. Booking can only be transfered once.

If you are unable to attend, and not in a position to transfer your place to another person or to another event, then the following charges will apply.

Cancellation Charges for Training Courses:

* 12-8 weeks before the course: 50% of the fee
* 8-2 weeks before the course: 75% of the fee
* Less than 14 days before the course: 100% of the fee

Please note: full payment is required for non-attendance on a booking that has been transfered.