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| Resuscitation Council (UK)**Newborn Life Support Provider Course****Wednesday 19 April 2017*****John Lister Postgraduate Centre, Wexham Park Hospital, Slough SL2 4HL*** |



**Course Fee: £200**

**APPLICATION FORMS WILL NOT BE ACCEPTED WITHOUT PAYMENT IN FULL**

**Closing Date for Applications: 8 March 2017**

***PLEASE COMPLETE ALL SHADED AREAS AND PRINT CLEARLY***

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| Full Name: |       |
| Optional: preferred first name for name badge:  |       |
| Address **(for course manual) including Postcode:** |
|       |
| Tel (Mobile):  |       |
| Email (please PRINT CLEARLY as all correspondence will be via email):  |
|       |
| HPC/GMC/NMS No.: |       |
| Job Title/ Grade: |       | Specialty/Dept: |       |
| Full Address of Base Hospital (at time of course):  |
|       |
| Special Dietary Requirements:  |       |

**Photograph**

You must provide, with your application, a passport type photograph. A photo may be emailed to the email address overleaf.

**Course Material:**

A course manual will be sent out, to the address provided on this application form, approximately four weeks prior to course dates. Please advise us, in writing, of any change of address before this four-week period. Failure to do so will result in a (additional) charge for a replacement/lost manual. Please note that you will be required to sign for the course materials.

**Payment Details:**

* Cheques should be made payable To “Frimley Health NHS Foundation Trust”.
* It is also possible to pay by card – please the Finance Team on 01753 63 3583/4 to make payment – **please ensure you quote ref “PGMC NLS”**.
* If you wish to pay by BACS – please contact the NLS administrator for details.

Applications will not be considered unless payment for the full amount is enclosed. Please take note of our cancellation policy below.

Cancellation Policy: In the event that you have to cancel your confirmed place and we are unable to find a replacement, a cancellation charge will be incurred as follows:

23 – 40 days notice 25% of course fee

15 – 22 days notice 50% of course fee

0 – 14 days notice 100% of course fee

Note: the notice period is in relation to the course start date.

If a replacement is found in the last 2 weeks and a refund is valid; there will be a charge of £50 towards administration costs.

All course materials must be returned to the course administrator within 10 working days of your cancellation, or the cost of the materials and postage will be added to the cancellation fee (and administration charge, if applicable).

*While we make every effort to run courses as advertised, we reserve the right to change the timetable and/or the teaching staff without prior notice and to cancel courses without liability (in which case there will be a full refund of course fees to participant).*

I have read and understood the terms of application above:

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please return this form, with full payment, to:

NLS Administrator

*John Lister Postgraduate Centre*

*Wexham Park Hospital*

*Slough SL2 4HL*

*Or email:* *Lisa.Bartlett@fhft.nhs.uk*