

## BOOKING FORM - ADULT MENTAL HEALTH FIRST AID TRAINING (2 days)

### ATTENDEE DETAILS

<b>Attendee name:</b>	
<b>Organisation/Company</b> (if applicable):	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	

**In order to best support your needs as a learner please provide the following information:**

<p><b>Do you have any learning needs that the facilitator should be aware of?</b> Yes / No If Yes, please give details:</p>  <p><b>Do you have any physical needs that we should be aware of?</b> Yes / No If Yes, please give details:</p>  <p><b>What is your current understanding of mental health?</b></p>  <p><b>Please tell us as much as you feel comfortable to share about your personal or professional experience of mental health:</b></p>  <p><b>Which dates do you wish to attend the training?</b> (all attendees are required to attend both consecutive full days)</p>
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## BOOKING FORM - ADULT MENTAL HEALTH FIRST AID TRAINING (2 days) (cont)

### PAYMENT DETAILS

The cost of the full two days' training is £250 per person (we do not charge VAT)

#### Payment and cancellation policy:

Payment must be received at least 14 days prior to the start of the training. Oxfordshire Mind reserves the right to charge the full fee for:

- any cancellations made within two weeks of the start of the training
- non-attendance
- non-completion

Cancellations must be sent in writing to Oxfordshire Mind at [trainingenquiries@oxfordshiremind.org.uk](mailto:trainingenquiries@oxfordshiremind.org.uk), and are only valid once receipt has been confirmed.

Payment should be made by:

- Using a debit or credit card at <https://www.oxfordshiremind.org.uk/join-us/donate/> - please use MHFA and your initials as the reference/reason for giving
- Sending a cheque payable to Oxfordshire Mind to  
Training Department, Oxfordshire Mind, 2 Kings Meadow, Osney Mead, Oxford OX2 0DP
- If your employer will be covering the cost and requires an invoice, please provide full details of where the invoice should be sent below:

#### Invoice details:

<b>Contact name and title:</b>	
<b>Organisation/Company:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Purchase order attached</b>	Yes/No <i>please delete</i>

**I understand there is a fee of £250 for this training. I have read, understood, and agree to abide by Oxfordshire Mind's payment and cancellation policy.**

<b>Attendee name:</b>	
<b>Signature:</b>	
<b>Date:</b>	