

**ANA Healthcare Training
Berkeley House
18-24 High Street
Edgware
HA8 7RP**

**Tel 020 8905 7702
Fax 020 8905 7703
Email training@anahealthcare.com**

Course Enrolment Form

Please ensure all sections are completed using block capitals

1. Have you ever undertaken a course at ANA Nursing before? YES/NO (Please delete)

2. Surname.....3.Forename(s).....

4. Title:.....5.Prefered Name.....

6. Gender.....7. Date of Birth.....

8. Address:.....

9. Postcode:10.Work Tel No:

11. Mobile No:12.E-mail:.....

13. Do you consider yourself to have a learning disability and/health problem YES NO

If yes please specify.....

14. Course Details	Start Date	Course Code	Total Amount
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TOTAL DUE

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1. Payment

PLEASE ENSURE ALL INFORMATION IS COMPLETE

CHEQUE - I enclose a cheque for £_____ made payable to ANA Healthcare

Please print address and course on reverse of cheque

Declaration: I have read the terms and conditions overleaf and agree to them:

Signed: **Date:**

JOINING INSTRUCTIONS WILL BE SENT OUT 7 DAYS PRIOR TO THE START OF THE COURSE

ANA Healthcare Training Course Policies

1. Booking of Courses

Places should be booked in advance. Places can be booked by:

- i Using the booking form in the brochure (faxed or posted).
- ii A booking form can be downloaded from the internet at, www.anahealthcare.com
- iii All booking forms must be returned to ANA Healthcare Training, Berkeley House, 18-24 High Street, Edgware HA8 7RP

2. Payment of Tuition Fees – general public

Payment of tuition fees should be made in advance of the course start date by:

- i Cheque by post, made payable to ANA Healthcare, accompanied by your completed booking form.

3. Payment of Course Fees – business customers

- a. Course fees invoiced prior to the first day of the course.
- b. Course fees must be paid on receipt of invoice.

4. Refund Policy

Refunds will be made in the following circumstances:

- i. The course is cancelled by ANA Healthcare. In these circumstances a full refund will be given.
- ii The prospective student cancels **in writing 14 days prior** to the first day of a course. In these circumstances a full refund will be given, less a 25% administration fee.
- iii No refund will be given for cancellations made with **less than 10 working days notice**. In extenuating circumstances, a place on a future course may be provided at the discretion of ANA Healthcare.

5. Running of Courses

- a. Courses will run subject to demand. If there is insufficient demand, 1 week's notice of cancellation will be provided, and fees returned.
- b. Joining instructions will be sent out 1 week in advance of the course start date.
- c. All students will be required to check and sign an enrolment form. To facilitate this process, students should ensure the booking form is completed fully in advance.

DATA PROTECTION 1998

The information provided will be stored for the purposes of providing you with information about our services, administration and marketing analysis. We may also share this information with other ANA Nursing departments for the above purpose. ANA Nursing may write to you with information about its services, but does not pass on your details to third parties to use. If you do not wish to receive further communications, please write us at ANA Healthcare, Berkeley House, 18 - 24 High Street, Edgware, HA8 7RP.

On completion of this form please return to:

ANA Healthcare Training, Berkeley House, 18-24 High Street, Edgware, HA8 7RP

Fax: 020 8905 7703 Telephone: 020 8905 7701