**Speech and Language Therapy Service – Course request booking form**

Please submit via any of the following routes;

Email to: [clare.baxter@nhs.net](mailto:clare.baxter@nhs.net) and [slt.educationenquiries@nhs.net](mailto:slt.educationenquiries@nhs.net) (please write **course request** in the subject line)

Post to: SLT course requests, Hadleigh Clinic, 49 London Road, Hadleigh, Essex SS7 2QL

**Please give at least 12 weeks notice of preferred course dates to allow enough time to organise and confirm your preferred dates**

|  |  |
| --- | --- |
| Organisation/School name and address |  |
| Direct contact name, email address and telephone number |  |
| Course(s) requested |  |
| Any particular dates/times preferred  (the service will endeavour to meet these if possible – if not a member of the SLT team will contact you to negotiate an alternative date/time) |  |
| Number of participants |  |
| Please confirm that a large enough room can be provided for the training to take place at the venue (or whether you wish for a virtual approach to delivering the course to be considered) | YES/NO |
| Name of individual and invoice code for the total course cost |  |
| TOTAL COST  Please be aware that the course and dates requested cannot be secured until full payment has been received |  |
| Date |  |

**You will receive an acknowledgement email once the booking request has been received. A booking confirmation email will be sent once the full invoice has been paid.**

**Please be aware that a full refund can be provided for courses cancelled up to 2 weeks prior to the confirmed date. Courses cancelled with less than 2 week’s notice will not be provided with a refund.**