

Payment Slip

Delegate Name:.....	
Home Address:.....	
Setting:.....	Contact telephone number:.....
Course Title:.....	Course Ref :.....
Course Date:.....	Signed:.....
<p>Please find enclosed a cheque for £..... made payable to Derbyshire County Council in payment for the above course THERE IS A NEW CANCELLATION POLICY SHOWN BELOW</p>	

Complete the payment slip, staple it to your cheque and send to the relevant Training Officer. Remember to write your name, address and course reference number on the back of the cheque.

Return to: The Integrated Workforce Development Team, Children's Services
Derbyshire County Council, County Hall
Matlock, Derbyshire DE4 3AG

We want to make sure that all practitioners are clear about what happens when an attendee wants to cancel their place on a course:

- All courses that have a fee attached must be paid for 2 weeks prior to the course start date
- If a late booking is made within 2 weeks of the course, payment must be received (or cheques posted) within 48 hours of the provisional booking being made
- If a place is cancelled with at least 5 working days' notice then the payment that has been made will be credited to the attendee/setting and can be used for a different course or an alternative name can be substituted for the session
- If a place is cancelled **without** the 5 working days' notice then the course fee will not be credited although an alternative practitioner can still be substituted. The only exceptions to this are an Ofsted visit, Bereavement or Hospital/GP appointment (proof of appointment will be necessary for a credit)
- If a course is cancelled with less than 5 working days' notice and has **NOT yet been paid for then payment must still be made**
- For non fee paying courses the policy is that we still require as much notice as possible for any cancellations that may occur