Money Advice Unit Training Nomination Form

Places on any one course are limited to 2 per section or team (phone us if you want to send more than 2 people). To be nominated for a place, send a **copy** of this form to:-

Money Advice Unit
Health & Community Services, Farnham House, Stevenage,
Hertfordshire SG1 2FQ
☎ 01438 843456 (Comnet 53456)
☎ Fax 01438 843400 Comnet 53400 E-mail mauadmin@hertfordshire.gov.uk

We will confirm your place by e-mail or post and send you further details of your course **at least 2 weeks** before it takes place. **Meanwhile, please pencil the course date in your diary**. If your nomination is unsuccessful, we will give it priority for the next course date.

The majority of our training is provided free to participants and as such we have a high demand for our courses and a waiting list of people for each course.

If you are unable to attend please notify us on 01438 843456 or e-mail us on mauadmin@ hertfordshire.gov.uk as soon as possible.

We reserve the right to pass on the full cost of the course to any participant who fails to attend without notifying us beforehand. It is also our policy to notify line managers of non-attenders.

Course title	**Date**	**Name(s) of participant(s) (BLOCK LETTERS PLEASE)**

Contact name:		
Section/team:		
Address:		
E-mail:		
☎	**Comnet**	**Fax**

Do you have any special requirements? (e.g. you are a wheelchair user)
……

Are you willing to car-share? (please tick) Yes ☐ No ☐

If yes, please tell us which town/village you will be travelling from..... and provide a contact telephone number we can give out.....

I am a: (please tick which) Driver ☐ Passenger ☐

Fee-payers only

I enclose a cheque for £.....payable to Hertfordshire County Council

I would like a receipt (please tick) ☐

Please ask your manager to authorise your nomination by signing below:

Signed..... Date.....…