

BENEFITS OVERVIEW

To book your place, please complete this form.
Please complete the white boxes, deleting options as appropriate.

Venue **Workways**
11-15 Dix's Field
Exeter EX1 1QA

Dates: **29 September 2010**
Time of Session: **9.30am – 1pm**
Facilitators: **Kim Hewett &**
 Lynn Aggett

YOUR DETAILS

Name			
E-mail address:		Tel number:	
Employer (if applicable)			
Job Title (if applicable)			
Please provide a brief description of the work you do or the role you have			
Postal Address (inc Postcode):			

BENEFITS OVERVIEW

The session provides a basic overview of the benefits and tax credit systems, giving information on what can be claimed, in which situation, and how and where to claim them.
The session will not provide information on calculating individual entitlement or payments. Exact entitlement to benefits or tax credits are made by the relevant government and local authority departments.

Please use the space below to describe your current level of knowledge about benefits and your experience in helping people experiencing mental ill health to claim them (if any).

Please describe why you would like to do this session and what you would like to gain from attending?

The Information Sheet shows which benefits will be covered in the session. Would you also like Statutory Sick Pay, Permitted Work Rules or Pension Credits to be included? If so which one(s)?

SPECIAL REQUIREMENTS

Do you have any particular requirements? (e.g. large print version of handouts, communication facilities) NB Please note we are unable to fund the cost of sign language communicators or Braille versions of handouts	Yes/No
If yes, please give details	

BOOKING & PAYMENT

Terms and Conditions The fee is not refundable. Substitutes must be notified to Workways at least 24 hours in advance. Unless self-employed or unwaged, we also require signature of an approving manager. If the session is fully booked or is cancelled by Workways, alternative dates will be offered. If a suitable alternative date cannot be arranged, the fee will be refunded. Lunch is not provided.

I am employed/a volunteer/unwaged*

I confirm acceptance of the above terms and conditions and wish to book ONE place on the Benefits Overview session to be held at Workways on 29 September 2010 at a cost of £40.00 (£30.00 if volunteer or unwaged) + VAT

Signed (Participant) Date

Name (Print)

Signed (Approving manager) Date

Name (Print) Position

Please tick one box to indicate method of payment:

I enclose a cheque payable to 'Devon Partnership NHS Trust' for £47.00/£35.25*

Please send an invoice to the address shown below:

*Delete as appropriate

Name & Address for Invoice (inc Postcode):	_____ _____ _____ _____
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Please use the space below to tell us about anything else you feel we need to know prior to attending the session

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Please send completed form to:
Benefits Overview, Workways, 11-15 Dix's Field, Exeter EX1 1QA or fax 01392 677079