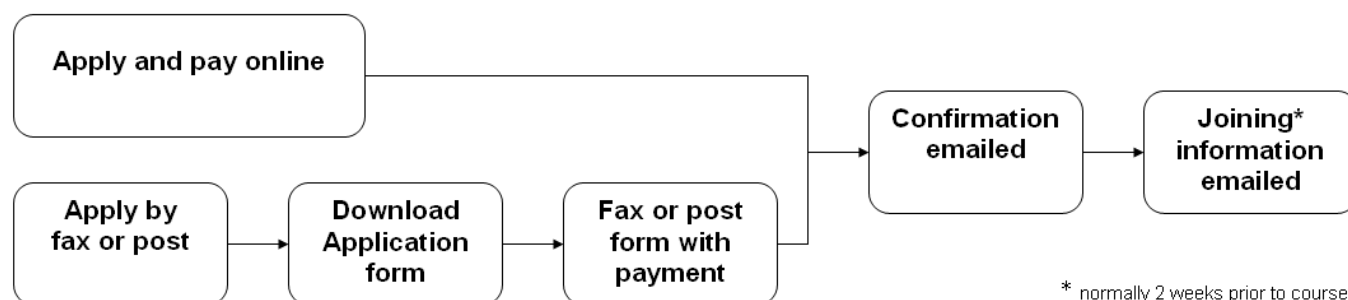


Guidance notes



How to apply

Please refer to the *Terms and Conditions* on your course web page. A minimum fee must be received before we can confirm enrolment.

Apply online

For some courses you can enrol immediately and pay online; for others you can pay an existing invoice online. Just follow the link from the course web page. When you have completed the online form, you will receive an immediate automated confirmation of your place on the course, followed within one working day by an email from the Course Administrator

Download an application form

Application forms can be downloaded from the website, or sent to you by email, fax or post if requested. This can be completed electronically or printed off and completed. Once completed please send or fax the form back to us following the instructions on the form. Please do not email completed forms if they contain bank/credit card details; doing so will be at your own risk.

What the fee includes

Face-to-face courses: Normally the course fee covers as a minimum: tuition, course notes, lunches and daytime refreshments for the duration of the course. See the relevant course web page for further details. Accommodation is not included. Details of how to book accommodation can be found on our website.

Online courses: Normally the course fee covers as a minimum: online tuition and support, course notes and a supporting coursebook if specified on the course web page.

Discounts

Details of early booking, multiple registration and any other discounts available for each course are shown on the relevant course web page. Discounts may only be claimed at the time of application

Payment methods

- Please refer to the *Terms and Conditions* on your course web page. A minimum fee must be received before we can confirm enrolment.
- Always give us your invoice number when sending a payment or contacting us about payments; if you are waiting for an invoice, include your name and the course title instead.

Pay online (credit/debit card)

For some courses you can enrol immediately and pay online; for others you can pay an existing invoice online. Just follow the link from the course web page or follow the instructions on your invoice.

Pay by credit/ debit card

Credit/ debit cards accepted: Visa, Mastercard, Maestro, Visa Electron or Visa Debit We cannot accept any other cards.

- Phone us with your card details: +44 (0)1865 286960
OR
- Complete your card details on the application form or by filling in the card authorisation form (next page), and either fax or mail it to us (contact details below).

Never email credit card details; doing so will be at your own risk.

Pay by cheque

Make your cheque payable to "OUDCE" in pounds sterling and send it to our address below. Until your cheque has cleared, your enrolment will remain provisional. Cheques must be received **at least four weeks before the course starts**. We will acknowledge receipt of your cheque, and then confirm your enrolment when it has cleared.

Pay by bank transfer (BACS)

Transfer the full fee plus any bank charges. Until we have identified your bank transfer in our account, your enrolment will remain provisional. Bank transfers must be arranged **at least six weeks before the course starts**.

Bank: Barclays Bank plc, 54 Cornmarket Street, Oxford OX1 3HB UK
Account name: University of Oxford CPD Receipts Account
Account no: 30103489
Sort code: 20-65-20
Swift code: BARC GB 22

Please send us any information you have relating to your bank transfer, such as a reference number, amount, name of bank and transfer date; this will help us to process your application more quickly.

Contact details

Address: Continuing Professional Development Centre, University of Oxford
Suite 1 Littlegate House, 16/17 St Ebbes Street
Oxford, OX1 1PT, UK
Tel: +44 (0)1865 286960
Fax: +44 (0)1865 286934
Email: cpd@conted.ox.ac.uk
Web: www.cpd.ox.ac.uk
VAT reg.: GB195275334

Card Authorisation Form

Fax to: +44 (0)1865 286934

Mail to: Continuing Professional Development Centre, Suite 1, 16/17 St Ebbes Street, Oxford, OX1 1PT, UK

Never email credit card details

Student name:			
Course name:		Course dates:	
Invoice number (if known):		Invoice date:	

Amount:	£
Amount in words:	
Cardholder's name:	
Address:	
Postcode:	
Cardholder's tel no:	

Please debit my account with the above transaction.

Cardholder's signature	
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The following cards are accepted, please tick one box:

Maestro
 Visa
 Electron
 Visa debit
 Mastercard

<div style="display: flex; justify-content: space-between;"> Card number (18-digit cards) </div>	<div style="display: flex; justify-content: space-between;"> Expiry date Issue no. (if applies) </div>
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