

# Application Form

Fax to: +44(0)1865 286934 or Mail to: CPD Centre, Littlegate House, 16/17 St Ebbes Street, Oxford, OX1 1PT, UK

- Please check 'Guidance on how to apply' and the 'Terms and Conditions' on the course web page before completing this form.
- **Bookings may only be confirmed on receipt of payment due**, in accordance with our Terms and Conditions.
- Photocopies of this form may be used. One person only can be registered per form.
- If you have applied and paid for a course, but have not received confirmation within three days, please contact us.
- **Accommodation in the Department:** See [www.conted.ox.ac.uk/accommodation](http://www.conted.ox.ac.uk/accommodation) (limited availability, early booking recommended). Contact [res-ctr@conted.ox.ac.uk](mailto:res-ctr@conted.ox.ac.uk), tel +44 (0)1865 270362.
- Some **conferences or events** offer college/hotel accommodation; please refer to the relevant conference/ event web page. Visitor information on Oxford City can be found at <http://www.visitoxford.org>.

Course name(s)	Start date	Fee

<b>Title</b>	<b>First name</b>	<b>Last name</b>
<b>Preferred name</b> (for badge and certificate)		
<b>Contact phone no:</b>	<b>Email address</b>	
<b>Mobile:</b>		
<b>Job title/ position</b>	<b>Company/organisation</b>	
<b>Contact address</b> (Please indicate if home or work address) Home <input type="checkbox"/> Work <input type="checkbox"/>	<b>Country</b>	<b>Postcode</b>
<b>Special requirements</b>	<i>I have the following special requirements (diet, disability, etc):</i>	
<b>How did you hear about this programme?</b>		

**Authorisation – details of person authorising booking (if applicable):**

<b>Name</b>	<b>Job title/position</b>
<b>Address</b> (if different from above)	
<b>Email address</b>	<b>Telephone no:</b>
<b>Signature</b>	<b>Date</b>

If this is a private, individual booking which is not being made through your company/ organisation please tick here:

**Payment options: Please indicate method of payment below. NB Payment is required before we can confirm bookings.**

<input type="checkbox"/> <b>Cheque:</b> Payable to "OUDCE" in Pounds Sterling	<b>Amount</b>	<b>Cheque number:</b>
<input type="checkbox"/> <b>BACS:</b> Account: University of Oxford CPD Receipts Account, No: 30103489 Sort code: 20-65-20, Swift code: BARC GB 22. IBAN: GB43 BARC 2065 2030 1034 89 Address: Barclays Bank plc, 54 Cornmarket Street, Oxford OX1 3HB UK.	<b>Our invoice number</b> (if provided)	
<input type="checkbox"/> <b>Credit/debit card</b> (please fill in form on next page)		

**DATA PROTECTION/DECLARATION**

Information collected on this form will be held in accordance with the provisions of the Data Protection Act 1998 for the purposes of processing your application and for student administration. It will be held securely and not passed on to third parties (please see our privacy policy: <http://www.admin.ox.ac.uk/councilsec/privacy.shtml> for further information).

Periodically, the Department may send you information about its future programmes, about other activities related to its programmes and about the benefits and services which are available to students of the Department. If you do not wish to receive such information, please tick the following boxes:

- Please tick this box if you do **not** wish to receive information on future courses by mail
- Please tick this box if you do **not** wish to receive information on future courses by email

I hereby grant to the Department for Continuing Education and Oxford University the right and permission to take, hold, use, and publish photographs and video recordings in which I appear in printed or electronic media, including the internet, for advertising and promoting educational activities. I understand that if I no longer want a photograph in which I appear to be used, I can contact [cpd@conted.ox.ac.uk](mailto:cpd@conted.ox.ac.uk) to request that it be removed. However, I accept that it might not always be possible to remove all existing copies from circulation.

Please tick this box if you do **not** wish photographs and video recordings of you to be used as described above.

**I confirm that the information I have given in this application is, to the best of my knowledge, complete and accurate and that I have read and understood the Terms and Conditions associated with the course.**

<b>Signature</b>	<b>Date</b>
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