



Payment Methods

Please refer to the *Terms and Conditions* on your course webpage. Payment 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, Visa Electron, Visa Debit. We cannot accept any other cards. If you are unable to use your credit or debit card to pay online then please contact us in one of the following ways:

- Phone finance with your card details on +44 (0)1865 270394
OR
- Email the course administrator and ask for a blank 'Card Authorisation Form' to complete. Please return this by fax or post.

Never email credit card details; doing so will be at your own risk, and we cannot process credit card payments.

Pay by cheque

Make your cheque payable to "OUDCE" in pounds sterling with your name, course title and course code on the back 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 confirm your enrolment when the cheque 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: Barclays Bank PLC, 54 Cornmarket Street, Oxford, OX1 3HB, UK

Account name: University of Oxford CPD Receipts Account

Account number: 30103489

Sort code: 20-65-20

Swift code / BIC: BARC GB 22

IBAN: GB43 BARC 2065 2030 1034 89

Contact Details

Address: Continuing Professional Development Centre, University of Oxford, Rewley House,
1 Wellington Square, Oxford, OX1 2JA, UK

Telephone: +44 (0)1865 270394

Fax: +44 (0)1865 280151

Email: cpd@conted.ox.ac.uk (for information only – DO NOT email card details)

Web: www.cpd.ox.ac.uk

VAT Registration: GB 125 5067 30