

# Application Form

Fax to: +44(0)1865 286934 or Mail to: CPD Centre, Rewley House, 1 Wellington Square, Oxford, Oxfordshire, OX1 2JA, 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

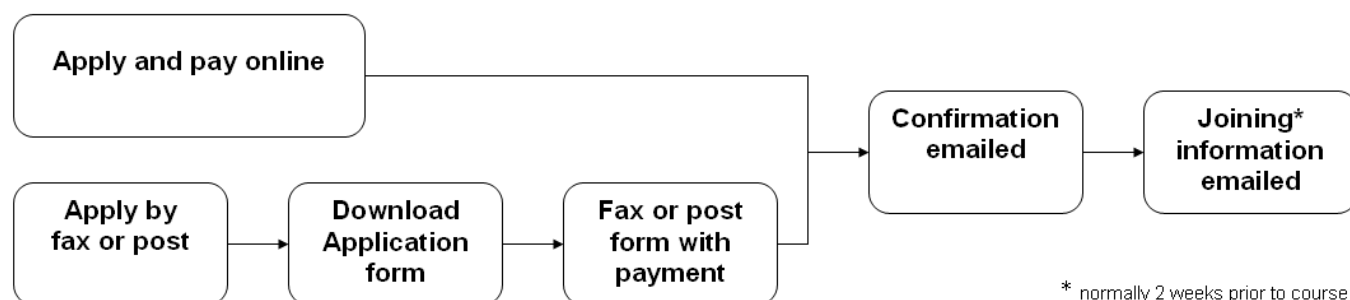
I hereby grant to the Department for Continuing Education and Oxford University the right and permission to take, hold, use, and publish photographs and video recordings in which I appear in printed or electronic media, including the internet, for advertising and promoting educational activities. I understand 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>
------------------	-------------

## 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  
Rewley House, 1 Wellington Square,  
Oxford, Oxfordshire, OX1 2JA  
*Tel:* +44 (0)1865 286960  
*Fax:* +44 (0)1865 286934  
*Email:* [cpd@conted.ox.ac.uk](mailto:cpd@conted.ox.ac.uk)  
*Web:* [www.cpd.ox.ac.uk](http://www.cpd.ox.ac.uk)  
*VAT reg.:* GB 125 5067 30

## Card Authorisation Form

Fax to: +44 (0)1865 286934

Mail to: Continuing Professional Development Centre, Rewley House, 1 Wellington Square, Oxford, Oxfordshire, OX1 2JA, UK

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.**

<b>Cardholder's signature</b>	
-------------------------------	--

**The following cards are accepted, please tick one box:**

Maestro
  Visa
  Electron
  Visa debit
  Mastercard

<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Card number		(18-digit cards)	Expiry date	Issue no. (if applies)		
			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
					<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	CVC no. (usually 3 digits on back of card)