

Oxford Centre for Enablement Course Application Form

# Posture Management for Adults and Children with Complex Disabilities Course

**Please download this form, complete and return via email to**: OCEcourseadmin@ouh.nhs.uk

* Your place is only guaranteed when full payment has been received.
* Incomplete applications will not be processed, and a place will not be reserved.

## Please complete all sections before applying for the course

Date of course:

Applicant(s) name(s):

Email:

Telephone:

### Funding of place (please tick)

#### Cheque

I enclose a cheque payable to: ‘Oxford University Hospital NHS Foundation Trust’
*Send to: OCE Course Administration, Oxford Centre for Enablement, Windmill Road, Oxford OX3 7HE*

#### Credit / Debit Card

Instructions for payment will be emailed to you.

#### BACS

Instructions for payment will be emailed to you.

#### Payment by invoice (complete all sections)

If you are selecting to pay via invoice, please **do not submit without a purchase order number** as applications will be returned.

**Please ensure all information below is completed**.

##### Company / Trust Invoice

Name:

Address:

Post code:

Email (optional):

Purchase Order No:

Total Course Cost: £500

VAT / VAT not applicable

Cost Centre: 144345 Subjective: 455800

Special instructions:

## Cancellation Policy

Any cancellation made by the organisers, the Oxford Centre for Enablement, will be refunded fully to applicants if arrangements to attend an alternative course cannot be made.

### Cancellations made by the applicant

In the first instance we will attempt to transfer you to another course, but if this is not possible you will incur costs as follows.

* Cancellation with two months’ notice: 100% refund
* Cancellation with one month’s notice: 50% refund
* Cancellation with less than one month’s notice: no refund

Confirmation of a place on the course does not mean the course is guaranteed to be going ahead. Once the course is confirmed to go ahead a confirmation email of this will be sent out. We advise that you do not make travel and/or accommodation arrangements until you have received the confirmation email as we cannot be made liable for any losses.

## Data Protection

Details of all client bookings are maintained on a computer system in line with the Data Protection Act. These details will not be made available to any other organisations for any purposes.

Please tick if you want to be contacted in the future about other training courses that we offer:

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