***Please complete the form and return it to pals-cpd@ucl.ac.uk***

**UCL CPD@PaLs Short Course Application Form 2019/20**

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| **COURSE DETAILS** |

Course Reference: **Please select the course reference** Date: **Course start date – Course end date** Cost: **Click here to select**

Course Title: **Please select the course you are attending**

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| **APPLICANT DETAILS** |

First Name(s): **Click here to type your first name** Surname: **Click here to type your second name**

Job Title: **Click here to type your job title**

Email Address: **Click here to type the email address you wish to be contacted on**

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| **PAYMENT OPTIONS (INVOICE ONLY)** |

Telephone no.: **Click here to type the telephone number you wish to be contacted on**

**INVOICE REQUEST - Please do not send BACS payments before an invoice has been issued to your sponsor because BACS payment cannot be tracked down. UCL can raise an invoice if your organisation is set up as a customer in the UCL finance system. Processing new customers can take time which may DELAY your application.**

 **Please reserve my place and invoice my employer/organisation with details provided below. I understand my place will only be confirmed upon receipt of full payment, and providing places are still available.** [ ]

**Please send an invoice to:**
Name of Trust/School/Organisation **Click here to type the name of your trust/school/organisation**
Address **Click here to type their address**
AddressLine 2 **Click here to type their address**
City **Click here to type their city**
Postcode **Click here to type their postcode**

Purchase Order No: **Click here to enter PO number.**
(Invoices without a purchase order number will **not** be processed)

Email address where the invoice can be sent electronically: **Click here to type the email address**
Invoice Contact: **Please provide a contact for your invoice e.g. name/email address/telephone number**

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| **OTHERS** |

Where did you hear about this course? **Please select an option**

Would you like to be informed of future CPD@PaLs short courses? **Please select an option**

Please name the person in your organisation who is responsible for your training: **Click here to enter the person responsible for your training**

 **I confirm I have read the terms and conditions overleaf.** [ ]

**Bookings are subject to the Terms and Conditions overleaf**

**TERMS AND CONDITIONS**

**Booking a place on a course**

**Applications**: All course bookings must be made using our CPD application form and emailed to us. We cannot take bookings over the phone. Please complete all the required fields. We will contact you by email in the first instance to inform you about any change on the course you are applying for. Some tutors may require additional information for their courses.

**Confirmation of a place**: In order to secure your place, full payment of the course fee must be paid with your completed application form. A confirmation letter with course programme will be sent to you to confirm your place.

**Reserving a place**: A place can be reserved by returning a completed application form (with invoicing details), but it will only be confirmed upon receipt of full payment from your employer and is subject to availability. It is your responsibility to ensure that full payment of the course fee reaches us before the course commences. A reserved place may be cancelled and allocated to a fee-paying delegate if the course is over-subscribed.

**Late reservations**: Places reserved, but not paid for, two weeks or less before a course commences must be accompanied by a purchase order from your employer/NHS trust or a signed letter from your line manager confirming that full payment will be made promptly.

**Payment**: This application form is for INVOICE payment only. For payments by cheque or credit card by use the alternative application form. Please do not send BACS payments before an invoice has been issued to your sponsor because BACS payment cannot be tracked down. UCL is able to raise an invoice if your organisation is set up as a customer in the UCL finance system. Processing new customers can take time which may DELAY your application.

**On the day of the course**

**Location:** Mostcourses are held at Chandler House in UCL (2 Wakefield Street, London WC1N 1PF). If the course is held at a nearby location in UCL, we will inform you separately.

**Refreshments:** We are unable to provide lunch: your course fee covers tea/coffee only.

**Cancellation and refunds**

**Cancellation**: We reserve the right to cancel or re-schedule a course. In the unlikely event of cancellation we will refund the full amount of your course fee, but we are unable to refund any travel or accommodation expenses.

**Refunds**: We can refund 80% of the course fee up to one month before the course starts. An administration charge of £20 will also be deducted. Please allow 30 working days for refunds to be processed. Places cancelled less than one month before the course commences cannot be refunded. Please confirm with us that the course is going ahead before making any non-refundable travel bookings.

**Privacy and Data Compliance**

CPD@PaLs respects your privacy and complies with the EU General Data Protection Regulations (GDPR).

You can find more about how we use your data here: <https://www.ucl.ac.uk/legal-services/guidance/data-protection-principles>