

## Welfare Officers' Certificate Course 2011-2012

### APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

First Name:	Surname:
Job Title:	
Institution:	
Work Address:	Home Address:
Tel:	Tel:
Fax:	
Email:	

#### Fees

1. A deposit of **£350** (+VAT at 20%) will reserve a place on the course with the remaining balance being required in full no later than Thursday, 15<sup>nd</sup> September 2011.
2. Alternatively you can pay the fee in full. Prices are indicated below:

Prices *exclude* VAT (to be added at 20%):

- English UK Member Rate (£1,175+VAT)    
  Non-Member Rate (£1,528+VAT)

#### Payment Options *(please tick the appropriate box)*

- Please **invoice** my organisation quoting order number \_\_\_\_\_ (if applicable)

Payment must be received within 30 days of the invoice. Admittance to the course will not be allowed unless payment has been received

- I enclose a **cheque** for the deposit or the full payment (please circle the appropriate option)

Please make all cheques payable to **English UK Enterprises Ltd**

- Please **debit** my debit/credit card:    
  VISA    
  MasterCard    
  SWITCH    
  SOLO

Card No:

Security No: \_\_\_\_\_     Expiry date: \_\_\_\_\_     Issue No. (SWITCH only): \_\_\_\_\_

Card holder's name: \_\_\_\_\_     Signature: \_\_\_\_\_

- BACS**

Account name: **English UK Enterprises**; Account no: **46633189**; Sort Code: **60-60-08** (please quote invoice number)

Please note that the maximum group size is 14 and places are allocated on a first-come first-served basis.

## Terms and Conditions

### Fees

1. The course fee covers the provision of the course, all written materials and light refreshments for one participant. Please note that lunch is not included but a list of excellent local options will be provided.
2. ENGLISH UK reserves the right to refuse any bookings.
3. ENGLISH UK reserves the right to refuse entry to the course if payment has not been received in full by Thursday 15<sup>th</sup> September 2011.
4. Only the declared course participant will be able to attend the course and substitutes are not permitted for any of the sessions.
5. Places on the course are offered on a first-come-first-serve basis.

### Refund and Cancellation Policy

6. ENGLISH UK reserves the right to cancel or curtail any course. On the very rare occasion that this is necessary, a full or partial refund will be made if appropriate. No additional liability for compensation expenses will be accepted.
7. ENGLISH UK will refund fees in full if the participant cancels on or before 15<sup>th</sup> September 2011.
8. ENGLISH UK will not refund fees if the participant cancels after 15<sup>th</sup> September 2011.
9. Notice of cancellation must be received in writing.

### Important note

10. By signing this form, the applicant confirms that s/he has received and read a copy of the course outline document detailing session topics and dates and agrees to be bound by the terms and conditions of registration.
11. Please keep a copy of this form as a record of your booking. Official confirmation will be sent to you.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

Please return the completed registration form by post/fax/email to:

Yvonne Bader  
ENGLISH UK,  
219 St John Street,  
London, EC1V 4LY

Email: [training@englishuk.com](mailto:training@englishuk.com)  
Web: [www.englishuk.com/training](http://www.englishuk.com/training)

ARELS 2004 Limited Trading as English UK Enterprises  
Registered Office: 219 St John Street, London EC1V 4LY  
T: 020 7608 7960 F: 020 7608 7961 E: info@englishuk.com  
Company Registration No. 5200973 VAT Registration No. 858847459