Educational Psychology

Access to Education

Course Booking Form

Course Title:	
Name: **Designated Role:**	
Other names: **Designated Roles:**	
School:	
Address: **Post Code:**	
Contact Number:	
Email address:	
Fax Number:	
Have you subscribed to the EPS?	**Yes** **No**
Please enter your BUDGET CODE and finance contact name.	- - - - -/- - - -/- - - **Name:**
Do you have any Special Requirements:	

Please note:

Schools that have subscribed to Educational Psychology 2012-2013 will receive a 25% discount on the total course price.

Schools that have subscribed can use their 'hours' to attend courses (max 4 members per course).

To qualify for the reduced rate additional participants must be from the same school.

☐ Please tick that you have read our full terms and conditions which can be found at www.birmingham.gov.uk/eps or by registering at www.bgfl.org/s4e

To receive information about our future courses please register at www.bgfl.org/s4e

Please return completed forms to:

Email: beps.training@birmingham.gov.uk
Fax: 0121 303 0094

Address: Inclusion Support Education Centre (ISEC), Perry common Road, Erdington, Birmingham, B23 7AT

Or phone: 0121 303 0100

TERMS AND CONDITIONS

ALL ACCESS TO EDUCATION COURSES

On receiving this application we will assign available place/s. Whilst every effort will be made by Access to Education to ensure places and keep the dates and venues as advertised we reserve the right to amend or cancel courses without notice. We will make every effort to inform you in advance if possible. Access to Education does not accept any liability whatsoever, if for whatever reason, the course does not take place.

CONFIRMATION

Payment should be made in advance and be in place at the time of booking. Payment details are overleaf.

Prices for courses may be subject to change.

Bookings will be confirmed and joining instructions will be sent to you.

RESERVING A PLACE AND CANCELLATION CONDITIONS

All applications must be received at least 10 working days prior to the event.

By entering details on the booking form the delegate and setting/line manager confirm they have read, understood and accepted the terms and conditions and are happy for the nominated delegate to attend on the date specified.

Cancellation must be made in writing by email or] post. Cancellations made less than 5 working days in advance will be charge 50% of the course fee.

All applicants will be charged the full amount for non-attendance.

Delegate Responsibility - Cancellation

If you are unable to attend you must inform your setting/line-manager. A substitute can be allocated your place, for which no charge will be made.

It is the responsibility of the delegate or setting/line manager/ to inform Access to Education of the cancellation.

EDUCATIONAL PSYCHOLOGY COURSES ONLY

Schools that have subscribed to Educational Psychology 2012 - 2013 will receive a 25% discount on the price of an Educational Psychology course.

Schools that have subscribed to Educational Psychology 2012 - 2013 can use their ‘hours’ to attend Educational Psychology courses (maximum 4 members per course).

To qualify for the reduced rate additional participants must be from the same school.

DATA PROTECTION ACT

The information collected on this form will be used in compliance with the Data Protection Act 1998. Access to Education collects this information in order to inform service delivery. Data will be stored and may be used by other sections of Birmingham City Council Children’s Services in order to promote courses, activities and events to in the future.

EQUAL OPPORTUNITIES

Access to Education is committed to equal opportunities in training and professional development and we positively welcome course delegates irrespective of their gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age. Access to Education will not accept any form of discrimination at any time during the event.

If you do not wish to receive further information from us, please mark X in the box ❒

Where did you hear about the course you have applied for?

❒ Flier

❒ Email

❒ Other (please state)