



Course Registration Form

Name of Course			
Date of Course			
Name			
Job Title			
Name of employer			
Work address			
Work Telephone No			Work Fax No
Work E-mail Address <i>(This will be used for all correspondence)</i>			
BDA Membership No			NHS Band
Please specify your current area of practice			
Special dietary requirements			

Payment Details

Cost per day: **£95.00** (BDA members) **£120.00** (Non-BDA Members)

Please specify if you have enclosed a cheque, will pay by BACS or if you require an invoice for payment <i>(tick where applicable)</i>	
Please invoice me / my employer* <i>(*delete where applicable)</i>	Invoice contact name: Contact Tel Number:
	Invoice address:
	Email Address:
Your Reference Number / Employer Purchase Order Number * <i>(*delete where applicable)</i>	
A cheque is enclosed	<i>Please make cheque payable to "The British Dietetic Association"</i>
I will be paying by BACS <i>A/C Name: British Dietetic Association;</i> <i>Sort Code: 08-60-01;</i> <i>A/C Number: 20226660</i>	<i>Please make sure that you quote the following as a beneficiary reference when making BACS payment:</i> '620' 'Course date' (format DDMMYY) 'Surname' <i>(Example: 620 120210 SMITHE)</i> <i>Please attach proof of BACS payment made.</i>
Signature: I have read the conditions of registration and accept the terms and conditions including those for cancellation	Date:

Terms and Conditions

- Places will not be confirmed until payment or a request to be invoiced is received.
- Places on courses are limited and are issued on a first-come, first-served basis. Please check availability with the CED.
- Upon receipt of a registration form and payment, confirmation of a place will be issued. Such confirmations, however, do not guarantee that courses will run and participants should check with the CED particularly before making any travel arrangements.
- Courses are held subject to a viable number of registrations being received by the deadline for receipt usually 14 days prior to the event being held.
- The CED accepts no responsibility for the cancellation of courses or changes to published dates.
- The cancellation of courses, where necessary, by the CED will be made no later than 14 days before the date of the event except in circumstances beyond the control of the CED. In such cases, registrants will be offered an alternative date or an alternative course in the first instance. Should neither of these be acceptable, a full refund will be given.
- In the event of the registrant making a cancellation, the following will apply:

Cancellation made one calendar month or more prior to event being held	Offer of attendance on alternative date/ alternative course or full refund minus an administration charge
Cancellation made more than 14 days but less than one month prior to event being held	Offer of attendance on alternative date/ alternative course or 50% refund
Cancellation made less than 14 days prior to event being held	Offer of attendance on alternative date/ alternative course No refund

- The CED does not recommend registrants making travel arrangements more than 14 days in advance of a course being held and accepts no responsibility for any travel costs incurred in the event of cancellation.
- Photographs taken during the event may be used for BDA publicity.

Please return this form and direct queries to:

Centre for Education and Development, 5th Floor, Charles House, 148 Great Charles Street,
Birmingham, B3 3HT
T: 0121 200 8080
F: 0121 200 8081
E: ced@bda.uk.com