



Course Registration Form

Name of Course/Study Day	
Date of Course/Study Day	

Name			
Address			
Telephone No:		Fax No:	
E-mail Address: (This will be used for all correspondence)			
BDA Membership No:		Band/Grade:	
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.	
Please invoice me/my employer	<i>Name and address to appear on invoice:</i> :
<i>Ref/PO Number</i> <i>(This section must be filled in)</i>	
A cheque is enclosed	<i>Please make payable to The British Dietetic Association</i>
I will be paying by BACS	<i>Please make sure that your surname and the course date appears on the BACS payment.</i>
Signature: I have read the conditions of registration and accept the terms and conditions including those for cancellation	Date:

Please return this form to the Centre no later than **14 days** prior to the date of the event.

Conditions of Registration

- Places will not be confirmed until payment is received.
- Places on courses are limited and are issued on a first-come, first-served basis. Please check availability with the Centre.
- 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 Centre 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 Centre accepts no responsibility for the cancellation of courses or changes to published dates.
- The cancellation of courses, where necessary, by the Centre will be made no later than 14 days before the date of the event except in circumstances beyond the control of the Centre. 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 Centre 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.