

# International Training School for Infancy and Early Years

Anna Freud Centre

Yale Child Study Center

The Tavistock and Portman NHS  
1845 Foundation Trust

## Application Form 2012

### Terms and Conditions

#### How to Book

Please complete this form, using BLOCK letters (photocopy this form if more than one is required, one form per person)

Return the completed form and payment to:

**By post:** Department of Education and Training  
The Tavistock Centre,  
120 Belsize Lane,  
London NW3 5BA

**By fax:** 020 7447 3837

**By email:** [ITSIEY@tavi-port.ac.uk](mailto:ITSIEY@tavi-port.ac.uk)

Alternatively please contact [Mamito Kukwikilia](#) on **020 8938 2213** to book and pay over the phone

#### Payment Terms

- Payment must be made in full at the time of booking. Payment must be made in full before the course begins, or admittance will be refused. We reserve the right to reallocate the course place to another delegate if fees are not paid in time.
- Payment can be made by cheque or credit card, receipts will be issued.
- Payment can also be made by BACS transfer, please contact [Mamito Kukwikilia](#) for details.
- Invoices can be issued to organisations for payment, on request and on receipt of an official purchase order.

- Invoices will not be issued without the appropriate paperwork
- Invoices cannot be issued within 20 days of the course date. All bookings made in this time must be paid in full at the time of booking.

#### Discounts

Discounts are available for students who book on more than one module

<b>2-3 modules</b>	<b>5%</b>
<b>4-5 modules</b>	<b>10%</b>
<b>6 modules</b>	<b>15%</b>

#### Confirmation

- Bookings will be confirmed on receipt of a completed application form and full payment of the conference fee
- Joining instructions will be sent to you by email if an email address is given, otherwise will be sent in the post

#### Cancellation Policy

- The following charges will apply if you wish to cancel a course
  - 21+ working days prior to the event - 10%**
  - 1-20 working days prior to the event - 100%**
- Cancellations must be received in writing or via email to [ITSIEY@tavi-port.ac.uk](mailto:ITSIEY@tavi-port.ac.uk) and must contain the full booking details including organisation name, booking and delegate contact details and invoice/receipt number
- ITSIEY reserves the right to change the course or conference content, timing, speakers or venue without notice

#### Data Protection

ITSIEY does not make your details available to any external organisations. Your details will be added to our database to process your request and to keep you updated with relevant training and events. If you do not wish to receive this information, please tick the box.

## 1. Personal details

Please complete all fields clearly and in block letters

Title:	
First Name:	
Surname:	
Profession	
Job Title:	
Department:	
Organisation:	
Address:	
City:	
County:	
Postcode:	
Country	
Telephone:	
Email:	
Signature:	
Date:	

## 2. Please indicate which module(s) you wish to attend:

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Module 1 | <input type="checkbox"/> Module 2 |
| <input type="checkbox"/> Module 3 | <input type="checkbox"/> Module 4 |
| <input type="checkbox"/> Module 5 | <input type="checkbox"/> Module 6 |

## 3. Payment details

If you are booking on more than one module you will be entitled to a discount (see discounts page 12). Please subtract the total discount from the price when completing the details below.

- I enclose a cheque for £\_\_\_\_\_ made payable to The Tavistock and Portman NHS Foundation Trust
- Please debit my Credit/Debit Card for £\_\_\_\_\_
- Visa / MasterCard / Switch/Maestro / Delta
- (Delete as appropriate)*

Card Number	
Expiry date	
Issue No/Start Date (Switch/Maestro only)	
Security code (Last 3 numbers on back of the card)	

## 4. Invoices

If your organisation is paying and needs invoicing, please read the Payment Terms and Conditions for how to arrange this.

## 5. Where did you hear about this course?

Who	How
<input type="checkbox"/> Anna Freud Centre	<input type="checkbox"/> Email
<input type="checkbox"/> The Tavistock and Portman NHS FT	<input type="checkbox"/> Website
<input type="checkbox"/> Yale Child Study Center	<input type="checkbox"/> Poster
<input type="checkbox"/> Line Manager	<input type="checkbox"/> Poster outside my organisation
<input type="checkbox"/> Colleague within my organisation	<input type="checkbox"/> Social media e.g Twitter, Facebook
<input type="checkbox"/> Colleague outside my organisation	<input type="checkbox"/> Event at Anna Freud Centre
<input type="checkbox"/> Friend	<input type="checkbox"/> Event at the Tavistock and Portman NHS FT
	<input type="checkbox"/> Event at Yale Child Study Center