

Manchester Post Basic Dysphagia Course

Application Form November 2012

NOTES

Course dates: 19th November to 23rd November 2012 (Theoretical Week) plus 20th May 2013 (Examination Day).
If your application is accepted but this course is full, you will be offered a place on the next available course.

Full details of the course are available at: www.ManchesterPostBasicDysphagiaCourse.com

For your application to be accepted:

You should be a qualified Speech and Language Therapist, Nurse or other Healthcare Professional.

You should have some basic knowledge, prior experience, or be working with appropriate client groups (e.g. adults, paediatric or ALD) with dysphagia.

You should identify a suitably qualified supervisor (or supervisors) for the Supervisory Period of the course.

(Please note that your supervisor or manager must appoint an invigilator for the Examination Day).

It is possible to apply without first identifying a Supervisor but you won't be able to complete the course without a Supervisor.

If you are unable to meet these criteria, please [contact us](#) to discuss your situation before applying.

The Course Tutors will assess your application to ensure that the Course is appropriate for you.

Payment of fees:

You must indicate on the application form how your course fees will be paid:

1. INVOICE

If your employer is paying your course fees, you do NOT need to wait for them to release funds before applying. If your application is accepted, we will send them an INVOICE. A letter or email from your employer (or whoever is paying your fees) MUST accompany your application form stating that they have agreed to pay your course fees. **That letter/invoice MUST provide the following information to enable us to issue our invoice:**

1. The CORRECT name of the paying authority EXACTLY as it should appear on our invoice.
2. The CORRECT postal and/or email address that we should send our invoice to.
3. Any PURCHASE ORDER NUMBER, or any OTHER REFERENCE NUMBER, that the paying authority requires us to quote on our invoice.

PLEASE NOTE: not providing this information, or providing incorrect information, can lead to our invoice remaining unpaid resulting in the loss of your place on the course.

2. CHEQUE or BANK DRAFT

Your CHEQUE or BANK DRAFT for £716.40 (£597+VAT) should be payable to "Informaniac Limited". **Please write applicant's name on the back of the cheque.** If your application is declined, your cheque will be returned.

3. CREDIT CARD OR PAYPAL

You can pay securely on-line by CREDIT CARD or through a PAYPAL account. We will send you instructions how to do this when your application has been accepted. PLEASE NOTE THERE IS A 4% SURCHARGE IF YOU PAY BY CREDIT CARD / PAYPAL.

Cancellation:

As the number of students attending each course is restricted to optimise the quality of the course, the loss of a student's fee can jeopardise the financial viability of the course. Should a student cancel prior to the commencement of the course, their fee will only be refunded if the organisers are able to arrange a replacement student who is able to pay the course fees prior to the commencement of the course.

A cancellation fee of £50 + VAT will be deducted from any refund to cover the cost of administering the applicant's application and cancellation.

Students should not assume that the existence of a waiting list means they will receive a refund of their fees if they cancel as it may not be possible for those on the waiting list to arrange finance at short notice. Obviously the sooner a student informs the organisers that they wish to cancel, the more likely that the organisers will be able to fill their place and hence issue a refund. Students who commence, but do not complete, the course will not receive a refund. An Attendance Certificate will be issued if the student attended all five days of the Theoretical Week.

If the organisers cancel the course, for whatever reason, students will be entitled to a full refund of the course fees only. The organisers are not liable for any additional expenses that the students incur (such as travel, accommodation, etc).

Send your completed application form to:

Manchester Post Basic Dysphagia Course, Oak House, Canalside, Moore, Cheshire, WA4 5QT, UK

Or email it to admin@manchesterpostbasicdysphagiacourse.com

For help with this form: Contact Martyn at admin@manchesterpostbasicdysphagiacourse.com 01925 740094

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Official use, please leave blank

Received:	Accepted:	Informed:	Invoice date:	Invoice number:	Payment received:	Confirmed:	Number
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Please tell us how you FIRST heard about the course:

(e.g. from your manager, colleague, internet search, Bulletin advert, etc)

Would you like to be offered a place on the June 2012 Course if a place becomes available? YES / NO

Applicant's Details (please use BLOCK CAPITALS)

First name:	Surname:
Title (Miss, Ms, Mrs, Mr, etc):	Daytime telephone number:
Professional title: (e.g. Speech & Language Therapist, Nurse, etc)	Date qualified:
Correspondence address including postcode:	
VERY IMPORTANT – email address: (email is our preferred method of communication so please provide the best email address for us to contact you)	

BRIEFLY summarise your dysphagia experience to date (continue overleaf if necessary)

List any relevant courses that you have already attended (if any) (continue overleaf if necessary)

What do you expect to gain from attending this course? (continue overleaf if necessary)

Supervisor's Details (please use BLOCK CAPITALS)

Title: (Miss, Ms, Mrs, Mr, etc)	First name:	Surname:
Professional title: (e.g. Speech & Language Therapist, Nurse, etc)	Daytime telephone number:	
Correspondence address including postcode:		
VERY IMPORTANT – email address: (email is our preferred method of communication so please provide the best email address for us to contact you)		

Payment (please tick one box – see NOTES)

Cheque / bank draft attached Letter from employer attached I will pay by Paypal/credit card (4% SURCHARGE)