

E Application Form



supporting special needs in education

Communicate-ed Online Courses

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(As Debbie works flexible hours, you are likely to get a quicker response if you can email her with any queries).

1. Course selection. Please indicate the course you would like to attend.											
A) Name of Course											
Course Code (e.g. EAA1)											
B) Name of Course											
Course Code											
Please indicate the start date you would like to have access to the course. You will have 10 days from your start date to complete the course (20 days for STPET).											
2. Delegate details.											
Title:			Forename:			Surname:					
The Update/Refresher for Access Arrangements course is only available to delegates who have attended a full day's training in JCQ Access Arrangements. Please indicate the course you have attended. We will be unable to allocate a place without this information.											
Approximate course date and venue:						Name of course tutor:					
Position (please tick): SENCo / Inclusion Co-ordinator / Specialist Teacher / Educational Psychologist / Exams Officer / Teaching Assistant Other (please specify)											
Name of school / service / college:											
School / service / college type and age range:											
Address:											
						Postcode:					
Tel:				Ext:		Fax:					
Delegate	Email:										
Please check your email address as we will use this to send your confirmation details. Thanks.											
3. Course fees.											
Please send payment or purchase order to the value shown for the course (see our website or the course flyer), made payable to 'Communicate-ed' (places cannot be confirmed without payment or a purchase order). An invoice can be provided on request.										Purchase order number:	
I wish to claim 40% discount as I am the second delegate from my centre booking for the same course for the same date.								I wish to claim 50% discount as I am the third or subsequent delegate from my centre booking for the same course for the same date.			
Please insert the email address of your finance office to enable us to send the invoice to the correct recipient. Thank you.											
Finance office email:											
Completed by:						Date:					
Delegates will need a good broadband internet connection to access the courses. By completing this application you are confirming that you have this available.											

- Applications received within 2 weeks of the chosen course date will be invoiced at the Standard rate.
- Applications can only be made using the application form. Places cannot be reserved by email/telephone.
- If delegates cancel within 2 weeks of their chosen course date, the invoiced course fee will be payable.
- Cancellations before this date will incur a nominal administration fee of £15.
- Changes to login details/dates will incur a nominal administration fee of £10.
- Delegates from the same institution may be substituted at any time.
- Payment will be refunded if the course is not available.

Please check on the status of your course booking if you have not received any communication from us within 3 weeks of application. * There is no VAT element in the prices. Please email if you need more information.