

Autism training events

Booking terms and conditions

Payments

To secure your place please forward a cheque for the relevant course amount with your booking form, made payable to 'The National Autistic Society'. Alternatively, we will accept payment by BACS or credit card. Please contact us on 0115 911 3363 for more details. In the event that we cannot allocate a place, your payment will not be processed and cheques will be destroyed.

Your payment includes a place on the course, including lunch and refreshments only. Any other costs incurred for travel or overnight stay is the responsibility of the delegate. The NAS may have access to preferential rates at some venues we use, so feel free to ask the Training and Consultancy Department for details. In this event, the NAS does not accept any responsibility for the quality of the hotels for overnight stays.

Cancellations and substitutions

Cancellations made in writing before the four-week cut off will result in the fee being refunded. Refunds will not be given for any cancellations received within the four-week period prior to the event date. If you do not cancel and fail to attend, no refund will be made. Substitutions may be made at any time prior to the event.

The NAS reserves the right to cancel training events due to events outside its control (eg weather permitted circumstances, illness of a speaker, etc). Every effort will be made to give delegates as much notice as possible, although this may not always be possible in some circumstances. **It is advisable not to make any travel arrangements until you have received your confirmation letter.**

The NAS also reserves the right to alter arrangements for speakers without any prior notification to delegates.

Non-registered delegates

The NAS will not accept responsibility for any travel costs or time away from work, so to avoid disappointment, ensure you have received confirmation of an allocated place, as nonregistered delegates will regrettably be turned away.

Data protection

The personal information provided by you will be held by the NAS and used to manage your attendance at the training event. The personal data in the database will be retained by the NAS unless you request otherwise in writing.

Note: This booking form should not be used for higher education, in-house or e-learning courses. Please see website for details.

Application form

Your details

Full name				
Organisation				
Job title				
Telephone number	Daytime		Mobile	
E-mail				
Full address				
Postcode				

Emergency contact details

In case of an emergency, who should we contact?

Full name	
Telephone number	

Additional information

Do you have any special requirements, including learning difficulties or dietary needs?

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Course selection

Date	
Subject	
Location	

Please keep me up to date with information about forthcoming NAS training and consultancy services by adding me to your monthly email newsletter.

I confirm my commitment to the course and agree to the NAS booking terms and conditions:

Applicant's signature:

Date:

PLEASE SEND YOUR COMPLETED APPLICATION FORM AND PAYMENT TO:
Training and Consultancy Department, The National Autistic Society, 6th Floor, Castle Heights, 72 Maid Marian Way, Nottingham NG1 6BJ. Email: training@nas.org.uk Tel: 0115 911 3363