



National Events Booking Form

Contact details:

Name:

Address:

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Postcode:

Tel. Number:

Email:

Dietary needs: (please circle): Vegetarian/Vegan Gluten-free Other:

Food allergies:

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Food intolerances:

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Medical/mobility additional requirements: (if requiring additional support/adapted accommodation)

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Upcoming National Events open for booking:

All events are held at Warwick University.

Please tick the boxes for the events and courses being booked.

DE300 Consolidation Weekend 25th-27th January 2019, Warwick University.

DD310 Counselling & Forensic psychology Consolidation Weekend 25th-27th January 2019, Warwick University.

Research methods and statistics workshop 25th - 27th January 2019, Warwick University.

DE100 and Essential Skills Weekend 25th - 27th January 2019, Warwick University.

DE200 Revision Weekend 10th-12th May 2019, Warwick University.

Annual Conference - Parapsychology 10th-12th May 2019, Warwick University

DE300 Springboard Weekend 6th-8th September 2019, Warwick University

SDK228 Springboard Weekend 6th-8th September 2019, Warwick University.

If you are booking a course-specific event, please indicate your situation below.

Currently studying course

About to study course

Not studying course

	Member			Non-member		
	Ensuite	Standard	Non-res.	Ensuite	Standard	Non-res.
DE300 Consolidation Weekend	£310.00	N/A	£260.00	£340.00	N/A	£290.00
DD310 Counselling & Forensic psychology Consolidation Weekend	£310.00	N/A	£260.00	£340.00	N/A	£290.00
Research methods and statistics workshop	£310.00	N/A	£260.00	£340.00	N/A	£290.00
DE100 and Essential Skills Weekend	£310.00	N/A	£260.00	£340.00	N/A	£290.00
DE200 Revision Weekend	£310.00	N/A	£260.00	£340.00	N/A	£290.00
Annual Conference - Parapsychology	£310.00	N/A	£260.00	£340.00	N/A	£290.00
DE300 Springboard Weekend	£310.00	£250.00	£200.00	£330.00	£270.00	£220.00
SDK228 Springboard Weekend	£310.00	£250.00	£200.00	£330.00	£270.00	£220.00

	Lifetime	Annual
Membership	£150.00	£15.00

Total	£	
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If you are not an OUPS member or if your membership needs to be renewed and you would like to pay for it along with an event you can do so by circling the amount in the 'Membership' table as well as the relevant member's event price.

Payment details:

Total amount payable:

I enclose a cheque/postal order (made payable to OUPS)

Please debit my Debit/Credit card

Type of card (please circle): Maestro/Mastercard/Visa

Name on card:

Card No.:

Valid from (MM/YY): ____/____ Expiry date (MM/YY): ____/____

Issue number (Maestro only): _____

Security code (last 3 digits on back of card): _____

Please send completed form and payment with SAE to:

The Croft, 20 Coulston, Westbury, Wilts BA13 4NY

OUPS reserves the right to refuse applications.

I have read, understand and accept the Terms and Conditions of booking specified in the following section of this booking form.

Signed:

Date:

The Open University Psychological Society (OUPS) Terms and Conditions (updated March 2018)

Personal data

By placing an order for an OUPS product or service you give us permission to contact you using the details supplied for purposes relating to that purchase (e.g. to send you updated event details).

Booking Events

Bookings using OUPS Payplan are confirmed when your first instalment is received. For all other payment methods your booking is not confirmed until full payment has been received by OUPS. For postal and credit/debit card bookings this means that you must provide payment details to our Business Administrator that have been processed successfully. Until then places may be allocated to customers paying straight away (e.g. online with Paypal), and capacity-limited events may become full by the time we receive cleared funds. When your booking is confirmed we will send you a written confirmation. Due to restrictions on maximum attendee numbers we prioritise bookings for course-specific events to students who are currently studying or are about to study those courses. If you are booking a course-specific event, please indicate whether you are currently studying that course where requested. We reserve the right to ask for proof that you are studying the course concerned and to cancel your booking if you are unable to provide this.

Your cancellation

You will have 7 days after your order is confirmed to change your mind and cancel. To cancel you must give notice in writing. In such circumstances, we will refund any money paid. If after the 7 day cancellation period you decide to cancel, you will need to inform us in writing. In the case of weekend events, if we receive this notice more than 4 weeks before the event, we will refund all money paid minus £25 to cover the administrative costs. In the case of regional day events, notice may be given up to 2 weeks before the event and will incur a £5 administration charge. However, if you cancel after these cutoff dates OUPS will have incurred substantial costs, and refunds will not be given except in certain extreme circumstances of illness and bereavement, where the Executive Committee of OUPS (the Committee), or the relevant Regional Committee in the case of regional events, will consider it. Any request for a refund at this point will need to be accompanied by evidence e.g. doctor's certificate. In addition we advise you to take out your own travel insurance in case of costs incurred/cancellations due to disrupted travel.

Transferability

Places on OUPS events (national and regional) are not transferable. We operate a waiting list policy for cancellations on over-subscribed events and in addition we are obliged to maintain an accurate list of attendee names for all of our events.

Consequently you may not give or sell your booking to another party under any circumstances.

Subsidised places

We allocate a number of places at weekend events for current OUPS members only who are unable to pay the full fee. Applications for subsidised places on any event on which these may be offered can be made through the link to the application form in the "Subsidised places" section on the event page. This section and link are only published from the date the event opens for booking

until the closing date (usually 10 weeks before the event). Applications outside these dates will not be processed. A separate application must be submitted for each event on separate forms.

Promotional codes

OUPS may on occasion issue promotional discount codes for particular events. Unless specified otherwise these promotional codes can only be used once per delegate and may not be used in conjunction with any other discounts such as OUPS member discount. Where discount codes are issued to a sole individual (e.g. as compensation) they are not transferable or exchangeable and may only be used for the purposes granted. Special conditions associated with each promotion will be published accordingly and OUPS reserve the right to refuse admission to delegates who are unable to show that they meet the relevant conditions.

Changes (or cancellation) to event

We will do everything we can to ensure that the advertised programme is carried out to your satisfaction. If what the committee consider to be only minor changes have to be made to the programme, it will go ahead at the advertised cost. In the unlikely event that the event has to be cancelled or we are forced to make what we consider to be major changes to the programme, you will be notified as soon as possible. You will be offered the option of having a full refund or having the booking transferred to an alternative event. In cases of significant alteration to the programme you might also be offered the option of attending at a lower cost.

What to expect

Rooms are pre-allocated by the University prior to arrival. In September the accommodation we use for events is single study bedrooms, in student halls of residence within a University campus. Standard rooms have shared bathrooms for approx. 6 people along the corridor and communal kitchens, while en suite rooms have private bath rooms and coffee/tea making facilities. In January and May the accommodation is in management conference facilities with ensuite rooms. The campus is open to public access and some facilities may be shared with other groups or organisations. We will do our best to ensure your safety and enjoyment but there are many factors that are outside our control (and other people/organisations on which we are dependent) and we cannot therefore accept liability for injury, loss or inconvenience arising from such factors.

What we expect of you

We would expect you to take care of your property, avoid bringing unnecessary valuables with you and to take sensible precautions regarding personal security. We also expect you to take responsibility for your own behaviour and do nothing to harm the enjoyment of other participants or uses of the facility. The Committee reserve the rights to expel delegates whose behaviour seriously impacts on the enjoyment of the event by others, and to subsequently refuse bookings for future events from those concerned.

What to do if you encounter problems

If you have problems at the event please tell an OUPS officer as soon as possible, to give us a chance to sort out the problem. If you are still unhappy, please give a written note to the Weekend Officer or another member of the Committee. Hopefully the problem can be resolved at the event but if we are not able to satisfy you there, the matter can be put in writing to the Committee at OUPS, P O Box 986, Bromley BR1 9LN. Your complaint will be dealt with in a sympathetic manner and we will send you a written response as soon as possible.

Disabilities

We will endeavour to meet your needs. Please inform us of specific support you need before the event so we can make adequate arrangements.