



TRANSPORT STUDIES UNIT
SCHOOL OF GEOGRAPHY AND THE ENVIRONMENT



Global Challenges in Transport

- APPLICATION FORM -

Programme(s) you are applying for:

	Health, Wellbeing and Transport: 5-8 December 2017
	Smart Technologies and Changing Behaviours: 13-16 March 2018
	Governing Transitions in Urban Transport: 26-29 June 2018
	Infrastructure, Development and Finance: 4-7 September 2018

Where did you hear about the programme?	
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Personal Details:

Title (Mr/Ms/Dr/other)		First name(s)	
Preferred first name		Surname	
Date of birth		Gender	
1st nationality		2nd nationality (if applicable)	

Contact Details:

Work Address	
City	
County/State	
Postcode/Zip code	
Country	
Work phone number	
Mobile phone number	
Email address	



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Please provide contact details for your PA (if applicable)

PA Name	PA Email	PA Phone
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About you:

Current position	Organisation
Work location	Industry sector
Number of years in this position	

Brief Career History:

Position	Organisation	Industry Sector	From (year)	To (year)

Academic and Professional Qualifications:

Institution	Qualification	Subject	Year Completed

Executive Programmes Attended:

Name of Programme	Institution	Year



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Additional Details:

Please provide a detailed description of how you feel this programme will benefit you personally and professionally, and how it will benefit your organisation:

Should you have any accessibility requirements, please tick this box so we can send you our access options form to ensure that we can meet your needs:

Please confirm that you are proficient in both spoken and written English:



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Terms and conditions for participants enrolling on the Transport Studies Unit's Open Programmes:

1. Programme:

The Transport Studies Unit (known as TSU from here on in) will endeavour to deliver the programme as described in the brochure, the TSU and partner websites' and in all promotional materials, however TSU reserves the right to make alterations to the programme including the timetable, location, dates, content and method of delivery in response to operational demands.

2. Fees:

Participants taking up the offer of a place on a programme agree to pay the programme fees in full within 30 days of receipt of invoice. In circumstances where the offer is made less than six weeks before the commencement of the programme, the fees are payable immediately on receipt of invoice.

Places on programmes are allocated in the order that payments of fees are received. Some programmes require a deposit to be paid by the participants for a place to be held. Deposits paid in such circumstances are strictly non-refundable.

Participants who have not paid the fees in full shall not participate in the programme.

3. Cancellation by TSU:

TSU may cancel the contract with a participant to provide any of its programmes, by giving notice in writing not less than six weeks before the commencement date. In such circumstances TSU's liability is limited to a refund of any fees already paid in respect of the programme.

4. Cancellation by the participant:

Participants may cancel their enrolment on a programme by giving at least six weeks' notice in writing. Any fees paid, with the exception of any non-refundable deposit and a cancellation charge of 10% of the programme fees will be returned to the participant. Cancellation at less than six weeks' notice is subject to the following fees:-

Between 6 weeks and 3 weeks prior to commencement – 50% of the programme fee

Less than 3 weeks prior to commencement – 100% of the programme fees

After the commencement of the programme – 100% of the programme fee

5. Transfers prior to commencement of programme:

Participants may transfer from enrolment in a particular programme to the same programme at another date, provided TSU is notified at least six weeks prior to the commencement of the original programme, and subject to availability.

Participants wishing to transfer from one programme to the same programme at another date, within six weeks of the commencement of the original programme, may do so subject to availability, and on payment of the following fees:

Between 6 weeks and 3 weeks prior to commencement – 25% of the programme fee

Less than three weeks prior to commencement – 50% of the programme fees

The transfer fees payable are in addition to any increase in the fee rates applicable to the later programme.

In exceptional circumstances replacement candidates may be accepted at the discretion of the Programme Director. A completed application is required in adequate time to review and process the application. TSU reserve the right to reject substitute candidates and retain the total fee at its discretion.

6. Transfers after the commencement of the programme:

Participants wishing to defer their enrolment from one programme to the same programme at another date, after commencement of the programme may apply for a "suspension of status".

Such applications are only granted in very exceptional circumstances and normally entail the participant entering the later programme at the point of departure from the earlier one. If



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elements of the earlier programme need to be repeated, these will be charged for on a pro-rata basis, in addition to any increase in the fee rates applicable to the later programme.

7. **Governing Law:**

This contractual Agreement shall be governed by and construed in accordance with English law. In the event that the mediation is unable to resolve any issue, the English Courts shall have exclusive jurisdiction to deal with any dispute which may arise out of or in connection with the Agreement.

8. **Third Parties:**

For the purposes of the Contracts (Rights of Third Parties) Act 1999 this Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.

Please tick this box to indicate that you have read and understood these Terms and Conditions:

Form completed by:

Date completed:

Signed:

UK Data Protection Act 1998. By returning this form you consent to the Transport Studies Unit, Oxford University storing and processing the personal data you have provided. We will use this information to provide the products and services requested, for administration and analysis. We do not pass your details to third parties to use, except where you have given express permission. If you do not wish to have your data stored to receive further communications from us, please tick this box:

This application should be completed and emailed to exed@tsu.ox.ac.uk or printed and posted to:

The Executive Education Coordinator, Transport Studies Unit, School of Geography and the Environment, South Parks Road, Oxford OX1 3QY, UK

All applications submitted by email will be acknowledged electronically. If you do not receive an email acknowledgement within two working days, please advise us so that non delivery can be investigated.