



Booking a session

Wheels for all is a small club and we have limited administration resources. To keep the financial contribution from participants as low as possible we ask that you help us by booking and paying online for your sessions or for the participants that you support.

Consent Forms:

Before your first booking you will be asked to complete a consent [form](#) so that we have basic demographic data which helps us with funding applications as well as your consent to participate. This only needs to be done for the first session (or if any of your information subsequently changes such as emergency contact data). The completed consent form should be returned to Jennifer@wfaoxford.org to make a booking.

Ongoing regular bookings:

If you are coming every week; to keep the administration as simple as possible most participants book a recurrent time slot and set up a standing order for payment. They are then able to simply arrive at the session, say hello and start cycling. If they miss the odd week here and there usually no action is taken. We ask for a £3 contribution to our running costs (the actual cost is closer to £10) and therefore no refund is offered for the occasional missing week.

Block bookings:

If you do not want to commit to coming every week some people book a block of 6 sessions and make a discounted payment of £15. This discount is only available if you pay in advance. The sessions can be booked in advance, but they do not need to be on consecutive weeks.

Ad hoc bookings:

If you can only come now and again, please just email jennifer@wfaoxford.org to book into session and make the payment of £3 online before you come.

Details of how to make a payment, cancellation information, as well as other useful information is available in the WFA [Guidance](#) document.