

UKCISA training booking form

Before sending your booking form in, please complete the following checklist:

- have you checked the course aim, objective and other details to check that it will meet your training needs? (eg 'Basic advisory skills' course does **not** cover any immigration or fees material)
- have you notified us of any specific needs you might have regarding access to training venue, catering, equipment, large print, induction loop, etc?
- have you completed and sent both sides of the booking form?

If there is anything that you wish to discuss regarding course objectives, content, any specific needs, etc, please contact the Training Administrator: **tel:** 020 7288 4330, **email:** training@ukcisa.org.uk

Filling out the booking form

Please photocopy both sides of the form for your booking, completing one form for each delegate. **If you are a member of UKCISA, you can book courses by filling in our online booking form at <www.ukcisa.org.uk>.** Non-members can download a paper version of the booking form from our website. Telephone bookings are not accepted.

Confirmation will be sent out upon receipt of your booking form. If you do not receive confirmation two weeks after sending your form, please contact UKCISA to ensure that your form has been received and that a place is available before you make arrangements to attend. Joining instructions will be sent by email about two weeks prior to the course. Please keep a copy of your completed form as a record of your booking(s).

Refunds will only be given when cancellations are made in writing more than two weeks prior to the event.

Registration is on a first come first served basis and once the course is full, a reserve list will be kept. Please book early to ensure a place as many courses fill quickly.

UKCISA reserves the right to change course programmes at any time.

Your details and payment method

| | |
|--------------|-------------------|
| Name | |
| Job title | Membership number |
| Institution | |
| Full address | |
| Telephone | Email |

In order to facilitate networking, we would wish to include participants' email addresses in the list distributed with course handouts at the training event. If you do not wish your email address to be included, please tick this box

Special needs and dietary requirements (please give as much notice as possible)

Please indicate method of payment and complete the necessary details.

We normally invoice members though they may pay when booking if they wish. Non-members must enclose payment with the booking.

Does your institution operate a purchase order system? Yes No

If yes, what is the purchase order number:

Please send invoice (members only)

Invoice address (if different from above)

A cheque for £ (made payable to UKCISA) is enclosed

Signed

Date

Please return completed form to:
Training Administrator
UKCISA
9-17 St Albans Place
London N1 0NX

Please turn over

UKCISA training booking form

| Training Event | Venue | Code | Date | UKCISA members | Students' unions | Non-members | Write price of each course to be booked |
|--|------------|------|-------------|----------------|------------------|-------------|---|
| 1. New advisers: an introduction | London | P448 | 12 Nov 2009 | £155 | £100 | £310 | |
| 2. Basic advisory skills | London | P456 | 28 Jan 2010 | £155 | £100 | £310 | |
| Basic advisory skills | Birmingham | P462 | 4 Mar 2010 | £155 | £100 | £310 | |
| 3. Basic immigration – students | London | P449 | 18 Nov 2009 | £155 | £100 | £310 | |
| Basic immigration – students | Manchester | P451 | 1 Dec 2009 | £155 | £100 | £310 | |
| Basic immigration – students | London | P455 | 21 Jan 2010 | £155 | £100 | £310 | |
| Basic immigration – students | London | P460 | 25 Feb 2010 | £155 | £100 | £310 | |
| Basic immigration – students | Glasgow | P467 | 25 Mar 2010 | £155 | £100 | £310 | |
| Basic immigration – students | London | P472 | 21 Apr 2010 | £155 | £100 | £310 | |
| Basic immigration – students | Birmingham | P473 | 28 Apr 2010 | £155 | £100 | £310 | |
| Basic immigration – students | London | P484 | 29 Jun 2010 | £155 | £100 | £310 | |
| 4. Work options after study | London | P479 | 10 Jun 2010 | £155 | £100 | £310 | |
| 5. Framework for fees (HE) | London | P445 | 4 Nov 2009 | £155 | £100 | £310 | |
| Framework for fees (HE) | Birmingham | P454 | 14 Jan 2010 | £155 | £100 | £310 | |
| Framework for fees (HE) | London | P459 | 18 Feb 2010 | £155 | £100 | £310 | |
| Framework for fees (HE) | Manchester | P465 | 16 Mar 2010 | £155 | £100 | £310 | |
| Framework for fees (HE) | London | P471 | 15 Apr 2010 | £155 | £100 | £310 | |
| Framework for fees (HE) | London | P480 | 16 Jun 2010 | £155 | £100 | £310 | |
| 6. Framework for fees (FE in England & NI) | London | P447 | 11 Nov 2009 | £155 | £100 | £310 | |
| Framework for fees (FE in England & NI) | Manchester | P468 | 1 Apr 2010 | £155 | £100 | £310 | |
| Framework for fees (FE in England & NI) | Birmingham | P478 | 9 Jun 2010 | £155 | £100 | £310 | |
| Framework for fees (FE in England & NI) | London | P482 | 23 Jun 2010 | £155 | £100 | £310 | |
| 7. Framework for fees (Scotland) | Glasgow | P461 | 3 Mar 2010 | £155 | £100 | £310 | |
| 8. Residence requirements (for fees) | London | P453 | 3 Dec 2009 | £155 | £100 | £310 | |
| Residence requirements (for fees) | Manchester | P469 | 8 Apr 2010 | £155 | £100 | £310 | |
| Residence requirements (for fees) | London | P483 | 24 Jun 2010 | £155 | £100 | £310 | |
| 9. Funding, hardship and managing money | London | P466 | 18 Mar 2010 | £155 | £100 | £310 | |
| 10. Introduction to cultural awareness | London | P446 | 5 Nov 2009 | £155 | £100 | £310 | |
| Introduction to cultural awareness | Manchester | P464 | 11 Mar 2010 | £155 | £100 | £310 | |
| Introduction to cultural awareness | London | P481 | 17 Jun 2010 | £155 | £100 | £310 | |
| 11. Cross-cultural competence – intermediate | London | P458 | 11 Feb 2010 | £155 | £100 | £310 | |
| 12. Mental health | London | P450 | 4 Feb 2010 | £155 | £100 | £310 | |
| 13. Intro. to recruitment & marketing | London | P470 | 9 Apr 2010 | £155 | £100 | £310 | |
| Intro. to recruitment & marketing | Birmingham | P474 | 30 Apr 2010 | £155 | £100 | £310 | |
| 14. Orientation for international students | London | P463 | 10 Mar 2010 | £155 | £100 | £310 | |
| 15. Stop press: recent changes & issues | Manchester | P475 | 13 May 2010 | £155 | £100 | £310 | |
| Stop press: recent changes & issues | Glasgow | P476 | 20 May 2010 | £155 | £100 | £310 | |
| Stop press: recent changes & issues | London | P477 | 26 May 2010 | £155 | £100 | £310 | |

* Please photocopy both sides of the booking form

Total £ _____