

## Training course 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? (e.g. '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 through 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](mailto: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](http://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.

# UKCISA training course 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	P354	14 Nov 2007	£145	£95	£290	
2. Basic advisory skills	London	P357	5 Dec 2007	£145	£95	£290	
Basic advisory skills	Birmingham	P367	6 Mar 2008	£145	£95	£290	
3. Basic immigration	London	P351	24 Oct 2007	£145	£95	£290	
Basic immigration	Manchester	P356	4 Dec 2007	£145	£95	£290	
Basic immigration	Glasgow	P362	7 Feb 2008	£145	£95	£290	
Basic immigration	London	P373	9 Apr 2008	£145	£95	£290	
Basic immigration	London	P376	23 Apr 2008	£145	£95	£290	
Basic immigration	Birmingham	P384	10 Jun 2008	£145	£95	£290	
4. Work options after study	London	P366	18 Jun 2008	£145	£95	£290	
5. Students working during their studies	London	P375	17 Apr 2008	£105	£60	£210	
6. Intermediate immigration	London	P355	22 Nov 2007	£145	£95	N/A	
Intermediate immigration	Birmingham	P364	21 Feb 2008	£145	£95	N/A	
Intermediate immigration	Manchester	P392	18 Mar 2008	£145	£95	£290	
7. Student Support	London	P379	16 Apr 2008	£145	£95	£290	
8. Framework for fees (HE)	London	P353	7 Nov 2007	£145	£95	£290	
Framework for fees (HE)	Manchester	P361	29 Jan 2008	£145	£95	£290	
Framework for fees (HE)	London	P374	10 Apr 2008	£145	£95	£290	
Framework for fees (HE)	London	P385	11 Jun 2008	£145	£95	£290	
9. Framework for fees: FE in England	Birmingham	P358	15 Jan 2008	£145	£95	£290	
Framework for fees: FE in England	London	P377	24 Apr 2008	£145	£95	£290	
Framework for fees: FE in England	London	P389	26 Jun 2008	£145	£95	£290	
Framework for fees: FE in Scotland	Glasgow	P391	5 Mar 2008	£145	£95	£290	
10. Residence requirements (for fees)	London	P365	28 Feb 2008	£145	£95	£290	
Residence requirements (for fees)	Manchester	P370	1 Apr 2008	£145	£95	£290	
Residence requirements (for fees)	London	P388	25 Jun 2008	£145	£95	£290	
11. Funding, hardship and managing money	London	P371	3 Apr 2008	£145	£95	£290	
12. Introduction to cultural awareness	London	P359	23 Jan 2008	£145	£95	£290	
Introduction to cultural awareness	London	P369	13 Mar 2008	£145	£95	£290	
Introduction to cultural awareness	London	P387	19 Jun 2008	£145	£95	£290	
13. Cross-cultural competence – intermediate	London	P363	14 Feb 2008	£145	£95	£290	
14. Cultural awareness: training for trainers	London	P380	14/15 May 2008	£350	£220	£700	
15. Intro. to recruitment & marketing	London	P372	4 Apr 2008	£145	£95	£290	
Intro. to recruitment & marketing	Birmingham	P378	25 Apr 2008	£145	£95	£290	
16. Orientation for international students	London	P368	12 Mar 2008	£145	£95	£290	
17. Teaching international students	London	P360	24 Jan 2008	£145	£95	£290	
18. Stop press: recent changes & issues	Manchester	P381	15 May 2008	£145	£95	£290	
Stop press: recent changes & issues	Glasgow	P382	21 May 2008	£145	£95	£290	
Stop press: recent changes & issues	London	P383	29 May 2008	£145	£95	£290	
19. Mental health needs – int'l students	London	P393	10 Apr 2008	£145	£95	£290	
						<b>Total £</b>	

\*Please photocopy pages 2 and 3 of the booking form

# Your details and payment method

---

Name \_\_\_\_\_

Job title \_\_\_\_\_

Membership number \_\_\_\_\_

Institution \_\_\_\_\_

Full address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

We would wish to include participants' email addresses in the list distributed with course handouts at the training event to facilitate networking. 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  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Please tick box for 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.

Please invoice me at the above address (members only)  
Institution order number (optional) \_\_\_\_\_  
Invoice address if different \_\_\_\_\_  
\_\_\_\_\_

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