

bespoke training

managing the online application systems (UCAS GTTR CUKAS)

INSTITUTION DETAILS

UCAS establishment number _____

Institution name _____

Contact name _____

Position _____

Address _____

Postcode _____

Telephone _____

Fax _____

Email _____

BOOKING CONFIRMATION AND PAYMENT DETAILS

Training Date _____

Number of delegates attending _____

Please indicate how you wish to make payment

If you wish to be invoiced, you must include an authorised purchase order.

Invoice to be raised by UCAS (please attach purchase order)

Cheque made payable to 'UCAS'

Please note: Online application systems are web-based products and may be susceptible to a variety of infrastructure problems. UCAS will only accept responsibility for problems that are directly under its control.

You will be required to satisfactorily complete a 'Connection Test' before a booking can be confirmed by UCAS and you will also be required to comply with all relevant Health and Safety legislation. Please ensure that you sign this document as confirmation of this commitment and to confirm your booking.

Signed _____

Date _____

We will confirm your booking in writing. Please return this booking form and purchase order/cheque to the **Professional Development Team, UCAS, Rosehill, New Barn Lane, Cheltenham, GL52 3LZ**

Please select the training modules you would like

DEMONSTRATION (allow 1.5 hours each)	NUMBER OF SESSIONS	COST PER SESSION	TOTAL
UCAS Apply	<input type="text"/>	£300	<input type="text"/>
GTTR Apply	<input type="text"/>	£300	<input type="text"/>
CUKAS Apply	<input type="text"/>	£300	<input type="text"/>

INTERACTIVE SESSION (allow 3 hours each) includes a demonstration	NUMBER OF SESSIONS	COST PER SESSION	TOTAL
UCAS Apply (Student area)	<input type="text"/>	£500	<input type="text"/>
UCAS Apply (Staff area)	<input type="text"/>	£500	<input type="text"/>
GTTR Apply	<input type="text"/>	£500	<input type="text"/>
CUKAS Apply	<input type="text"/>	£500	<input type="text"/>

Discount (if applicable)	<input type="text" value="1"/>	-£100	<input type="text"/>
Total (excluding VAT)			<input type="text"/>
VAT 17.5%			<input type="text"/>
Total (including VAT)			<input type="text"/>

Training will be conducted on your own premises provided the necessary facilities are available. UCAS will provide an approved trainer to deliver the training (subject to availability). Please contact the Professional Development Team to confirm arrangements.

Fee: Each demonstration costs £300+VAT. Interactive sessions are £500+VAT. If you book more than one session, you will receive a discount: save £100 from your total booking fee by booking more than one session.

Extras: Refreshments would need to be provided by the centre(s) hosting the event, together with expenses incurred by the trainer, ie travelling expenses and overnight accommodation if applicable.

Cancellation: In the event of cancellation, notice must be given in writing at least 14 days before the event, for which a 10% charge will be made. If less than 14 days' notice is given, the full course fee will be payable.

Payment: Cheques can be sent with the booking form and should be made payable to 'UCAS'. Alternatively, you can be invoiced, provided that an authorised purchase order is sent with the booking form and it is clearly indicated that you wish to pay by this method.

Availability: Bespoke training is subject to availability of a trainer. Maximum number of delegates for interactive sessions is 15.

approved centre training managing the UCAS online application system

Full-day training events for UCAS Apply follow a set programme and are held at several approved centres around the UK.

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Contact name

Position

Address

Postcode

Tel

Fax

Email

TRAINING VENUE

Cheltenham UCAS Head Office (Through the medium of English only)	2008 18 September 2 October 30 October
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Glasgow Langside College (Through the medium of English only)	23 September 25 September 19 May 20 May
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Harrogate Area King James's School, Knaresborough (Through the medium of English only)	10 September 22 September 6 October 20 October 17 November
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London St Francis Xavier VI Form College (Through the medium of English only)	10 September 18 September 24 September
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New dates may become available throughout the year. Please refer to www.ucas.com/apply/training.html or contact the Professional Development Team:

t + 44 (0)1242 545712 f + 44 (0)1242 544954 e apply.training@ucas.ac.uk

VENUE AND DELEGATE DETAILS

Chosen venue

Chosen date

Alternative date/venue (if chosen date/venue not available)

Please provide the following details for those wishing to attend the event.

Title	Forename	Surname	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special dietary/access requirements or other needs (please specify)

BOOKING CONFIRMATION AND PAYMENT DETAILS

£140 + VAT per person. If two or more delegates from your institution are attending, a discount of 10% can be deducted from the total.

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Signed

Date

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UCAS