

managing the online application systems for UCAS, GTTR and CUKAS

bespoke training – at the venue of your choice

PLEASE COMPLETE ALL THE DETAILS BELOW

Institution and contact details

UCAS establishment number

Institution name

Contact name

Position

Address

Postcode

Telephone

Fax

Email

UCAS sessions available

DEMONSTRATION (allow 1.5 hours each)	NUMBER OF SESSIONS	COST PER SESSION	TOTAL
UCAS Apply		£300	
GTTR Apply		£300	
CUKAS Apply		£300	

INTERACTIVE SESSION (allow 3 hours each) includes a demonstration	NUMBER OF SESSIONS	COST PER SESSION	TOTAL
UCAS Apply (Student area)		£500	
UCAS Apply (Staff area)		£500	
GTTR Apply		£500	
CUKAS Apply		£500	

Discount (if applicable)	@ 10%	
Total (excluding VAT)		
VAT 17.5%		
Total (including VAT)		

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 Training and Development Unit 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 of 10% from your total booking fee by booking more than one session.

Extras: Refreshments for the delegates should be provided by the centre hosting the event. Incurred travel and accommodation costs for the trainer are also charged to the centre hosting the event.

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.

Booking confirmation and payment details

Training date

Number of delegates attending

Please indicate how you want to make payment. **If you want 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'

Signed

Date