

# managing UCAS online application systems

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

## Institution and contact details

Title	Forename	Surname
_____		
Job title		
_____		
Institution		
_____		
Address		
_____		
		Postcode
		_____
Telephone	Fax	
_____	_____	
Email		
_____		

## Venue and additional details

TRAINING VENUE	2009-2010
Glasgow Langside College	25 May 26 May
Harrogate Area King James's School, Knaresborough North Yorkshire	8 Mar 26 April 17 May 5 July 21 July
London St Francis Xavier VI Form College	26 Mar 5 May 26 May 23 June 30 June
Cheltenham UCAS Head Office	28 April 1 July 7 July 15 July

Chosen venue \_\_\_\_\_

Chosen date \_\_\_\_\_

Alternative date and venue (if chosen date and venue not available) \_\_\_\_\_

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

Title	Position
_____	_____
Forename	Surname
_____	_____
Email	
_____	
Title	Position
_____	_____
Forename	Surname
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Email	
_____	
Title	Position
_____	_____
Forename	Surname
_____	_____
Email	
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Special dietary and access requirements or other needs (please specify)	
_____	

**Please note:** UCAS 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.

## 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.

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 \_\_\_\_\_