



Short course registration form

Please complete using **BLOCK CAPITALS**

Applicant Details: (Dr/Mr/Ms/Miss/Mrs)

Surname: _____
First name: _____
Job title: _____
Email: _____
Direct telephone: _____

Course Details:

Course name (1): _____
Dates: _____
Course name (2): _____
Dates: _____

Company/Institute Details:

Organisation name: _____
Department: _____
Address: _____
Postcode: _____
Country: _____
Telephone: _____
Fax: _____

Invoicing Details: Please provide the correct invoice address for your organisation and a Purchase Order number if necessary, as changes cannot be made once an invoice has been issued.

Name for invoice: _____
Invoice address: _____

To help our planning:

How did you hear about this course? _____
What statistical and/or spreadsheet packages do you use? _____
Have you any special (e.g. dietary, accessibility) needs: _____

Our normal practice is to post you our short course brochure at the start of each year. Are you happy with this?

Yes No

Occasionally we e-mail previous participants about forthcoming courses. May we use your e-mail address for this

Yes No

Please confirm that you have read and accept the Terms and Conditions for SSC Courses required

SEND TO: Short Course Administrator, Statistical Services Centre,
University of Reading, Harry Pitt Building, Whiteknights Road, Reading, RG6 6FN, UK
Fax: +44/0 118 378 8458

Terms and conditions

- Location** Lectures and practical classes take place in the Statistical Services Centre's purpose built accommodation on the University's Whiteknights campus.
- How to book** To register, please complete and send the form to the address given. Further copies can be obtained from www.reading.ac.uk/ssc or by emailing statistics-courses@lists.reading.ac.uk. All applications are acknowledged by our short course administrator.
- Joining instructions** Information, including local maps and course timetables, are posted to participants approximately two to three weeks before each course.
- Fees** Course fees and related discounts are given at the base of each course description. Please note that invoices are issued together with joining instructions two to three weeks before the start of the course.
- What's included** Our course fee includes refreshments, lunch each day and, on courses of more than one day's duration, dinner is provided. Accommodation is *not* included in the fee.
- Cancellation** Registrations are transferable to another individual at any time, otherwise cancelled course registrations will incur the following charges:
- 21 or more days before the start of a course – NIL
 - 14-20 days before the start of a course - 50%
 - 1-13 days before the start of the course - 90%
 - course start date or later - 100%
- SSC cancellation** Please note that courses may not run if fewer than six people have registered three weeks before a course is scheduled to take place.
- Course sizes** The maximum course size is 18 participants. Apply early to avoid disappointment!
- Course changes** We are ever seeking to update and improve our scope of training. The SSC therefore reserve the right to modify our courses without notice.