

Short Course Registration Form

Please complete all details using **BLOCK CAPITALS**

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

Surname:

First name:

Job title:

Email:

Direct telephone:

Course Details:

Course name:

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?

Do you wish to apply for the academic discount?

If so, please provide supporting information.

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 or email statistics-courses@lists.reading.ac.uk

- Location** Training takes 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 included. 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%
- Academic discount** An academic discount of 30% is offered to full-time staff and students in Higher and Further Education.
- This offer is on a 'stand-by' basis - eligible participants can ask to be placed on our stand-by list. If the course is not full 3 weeks before the start date you may be allocated a place at the discounted rate.
- To take advantage of the academic discount, complete and return our standard registration form, indicating clearly your eligibility and that you wish to be placed on our stand-by list.
- 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 22 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.