



Statistical Services Centre Ltd Short Course Registration Form

Please complete all details using BLOCK CAPITALS

Courses

Course 1: Date:

Course 2: Date:

Course 3: Date:

Course 4: Date:

Applicant's details

Preferred Salutation: Dr / Mr / Mrs / Ms / Miss / Prof.

Surname/ Family Name:

First name/ given name/ initials:

Job title:

Direct telephone:

Email address:

Institute/ Company

Organisation name:

Department:

Address (city/town and country only):

City/town:

Country:

Payment details

Note: Payment must be by debit or credit card; we do not issue invoices.

Who will pay?

Yourself

Colleague *Please provide details below*

Name:

Job title:

Email address:

Direct telephone:



Statistical Services Centre Ltd

Short Course Registration Form

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Other Information

How did you hear about us?

- | | | |
|--------------------------------|--------------------------------------|---------------------------------|
| Internet search | Colleague/manager
/supervisor | Previously attended a
course |
| Mailing list (e.g.
ALLSTAT) | Email advert sent
directly to you | FindCPD.com website |
| Other | | |

If other, please state:

Please list which dedicated statistics software packages you use (if any):

Face-to-face courses only: Do you have any special requirements, e.g. limited mobility? If yes, please give details below. Note lunch is not provided on our courses.

Our normal practice is to email you a digital version of our short course poster at the start of each year.

Do you consent to receiving it? Yes No

Occasionally we email previous participants about forthcoming courses:

Do you consent to receiving such emails? Yes No

Please confirm that you have read and accept the Terms and Conditions for SSC Courses (overleaf):

Once you have checked your information carefully please scan and email to: jamesgallagher1929@gmail.com

PRIVACY NOTICE

We collect this information to (i) communicate with registered course participants prior to a course, (ii) confirm course attendance, (iii) align payment with a named course participant and (iv) to pursue non-payment of course fees. We will not share the information collected in this form with anyone else.



Terms and Conditions

Please read **Part A** or **B**, depending on whether the course you are applying for is delivered **face-to-face** or **online**.

PART A: Terms and Conditions for Short Courses Delivered Face-to-Face

Fees and request for payment

Course fees and related discounts are quoted in each course description. A request for payment and instructions on how to pay online, by debit or credit card, will be included in the joining instructions which will be sent out two to three weeks before the start of a course. Please note we do not accept purchase orders or issue invoices for short course fees.

Course fees are inclusive of 20% Value Added Tax (VAT). A full VAT receipt will be automatically issued and emailed to you upon completing an online purchase.

Practical work

Participants will need to bring their own laptop for practical work (unless otherwise stated on the course web page). Laptops should be loaded with a licensed version of the software you will be using for the course. Note: we are not able to offer temporary licences.

What's included?

The course fee includes refreshments for the morning and afternoon breaks, but does not include lunch. For courses of more than one day's duration, dinner is included on the first night. Note that accommodation costs are not included in the fee. For a list of local hotels: <http://livingreading.co.uk/visit-reading/where-to-stay>.

Cancellation charges

Applications are transferable to another individual at any time, otherwise cancelled course applications will incur the following charges:

- 21 or more days before the start of the course: NIL
- 14-20 days before the start of the course: 50%
- 1-13 days before the start of the course: 90%
- Course start date or later: 100%

Academic discount

An academic discount of 20% is offered on some courses to full-time staff and students in Higher or Further Education. Please see individual course descriptions for details. To take advantage of this price concession, please complete and return our standard registration form clearly indicating your eligibility.

Once you are registered for a course at the academic discount rate you are still subject to our standard cancellation policy as stated above.

Course size

A course may not run if fewer than five people have confirmed applications three weeks before the course is scheduled to take place.

Course changes

We constantly seek to update and improve the scope and quality of our training. We therefore reserve the right to modify the course content without notice.



Terms and Conditions

Joining instructions

Full instructions, including a course timetable, are sent to participants two to three weeks before the start of a course. The joining instructions will include the course fee (after applying any relevant discounts) and details on how to pay, including a link to our payment site.

Location

Training takes place at venues within Reading, United Kingdom unless otherwise specified on the course web page. Full details will be included in the joining instructions.

Course attendance certificate

A course attendance certificate is available upon request, following completion of a course. Such certificates will be supplied electronically.

Governing Law and Jurisdiction

Any complaint or dispute arising from the training course(s) shall be governed by English Law and the Courts of England and Wales shall have exclusive jurisdiction to deal with any such complaints or disputes.

Further information

If you have questions or comments regarding our short course programme, please email us at jamesgallagher1929@gmail.com or telephone +44 (0) 7873 873617.

PART B: Terms and Conditions for Short Courses Delivered Online

Fees and request for payment

Course fees and related discounts are quoted in each course description. A request for payment and instructions on how to pay online, by debit or credit card, will be included in the joining instructions which will be sent out two to three weeks before the start of a course. Please note we do not accept purchase orders or issue invoices for short course fees.

Course fees are inclusive of 20% Value Added Tax (VAT). A full VAT receipt will be automatically issued and emailed to you upon completing an online purchase.

Delivery of a course

Courses will be delivered live online via [Zoom](#). Full details will be included in the joining instructions.

Practical work

Participants will need a computer, which must be loaded with the software you will be using for the course. Note: we are not able to offer temporary licences.

Recording of a course

Courses will not be recorded. This is to maintain confidentiality of all individuals participating and to help Statistical Services Centre Ltd retain its intellectual property rights.



Terms and Conditions

What's included?

Participants will be sent electronic copies of teaching materials in the lead up to a short course. No hard copies of teaching materials will be provided.

Cancellation charges

Applications are transferable to another individual at any time, otherwise cancelled course applications will incur the following charges:

- 21 or more days before the start of the course: NIL
- 14-20 days before the start of the course: 50%
- 1-13 days before the start of the course: 90%
- Course start date or later: 100%

Academic discount

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