

**Introduction to Conference Interpreting  
84 Moorgate, London EC2M 6SQ**



*Enrolment Form 2010 /11*

First Name:	
Surname:	
Address:	
Telephone:	Email:

- **Introduction to Conference Interpreting**

11 to 15 July 2011, 10.30 am – 15.30 pm

£610

Concession Fee: £560 (if paid by  
**30/05/11**)

<b>PLEASE TELL US ABOUT YOUR LANGUAGES:</b>
First language:
Other languages:

<b>PLEASE READ OUR TERMS AND CONDITIONS BEFORE YOU PAY FOR YOUR COURSE:</b>
<ul style="list-style-type: none"><li>• We cannot hold places unless we have full payment in advance accompanied by a complete enrolment form.</li><li>• Places are allocated strictly on a first come first served basis.</li><li>• Enrolment forms and payments must be received at least two weeks before the course starts.</li><li>• Payment must be made in full by the date mentioned on the Enrolment Form to qualify for the discount. (Please note that deadlines vary from one course to another.)</li><li>• Places on the course will only be confirmed in writing once we know enough students have registered to run the course.</li><li>• Cancellations by the participant must be received in writing 2 weeks prior to the commencement of the course. Transfer to another course is possible during the same academic year, subject to availability. All transfers and cancellations are subject to a 15% administration charge. There will be no refunds for cancellations received less than 2 weeks prior to the commencement of the course, or once a course has started.</li><li>• London Metropolitan University reserves the right to cancel courses or language pathways where there are insufficient numbers of participants. In this event, we will make a full refund of the course fee. If we have to cancel a course that has already begun, we will try to make alternative arrangements or will make a full or partial refund of the course fee as appropriate. <b>Please be aware that we are not responsible for any travel and accommodation expenses or other losses arising from any such cancellation.</b></li></ul>

<b>PLEASE SIGN THE DECLARATION:</b>
I am applying for the course/s as detailed above and I have read and understood The Terms and Conditions above.

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<b>Signed:</b>	<b>Date:</b>
<b>Print Name:</b>	
<b>PLEASE MAKE YOUR PAYMENT VIA OUR SECURE SITE AT:</b> <a href="https://eshop.londonmet.ac.uk/catalogue/">https://eshop.londonmet.ac.uk/catalogue/</a>	
<b>PLEASE COMPLETE AND SEND THE ENROLMENT FORM TO:</b> (Please note that you are not enrolled until a payment has been made) Geneviève Robinson Interpreting and Translation Coordinator HALE, Room MG 5.21 84 Moorgate London EC2M 6SQ Email: interpreting-translation@londonmet.ac.uk Tel: 00 44 207 320 1483. Fax: 00 44 207 320 1519	