

Improve your Voice and Speech
84 Moorgate, London EC2M 6SQ



Enrolment Form 2010 /11

First Name:

Surname:

Address:

Telephone:

Email:

- **Improve your voice and speech**

Friday 18 February 2011, 10 am – 5 pm

Total: £90

PLEASE TELL US ABOUT YOUR LANGUAGES:

First language:

Other languages:

PLEASE READ OUR TERMS AND CONDITIONS BEFORE YOU PAY FOR YOUR COURSE:

- We cannot hold places unless we have full payment in advance accompanied by a complete enrolment form.
- Places are allocated strictly on a first come first served basis.
- Enrolment forms and payments must be received at least two weeks before the course starts.
- 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.).
- Places on the course will only be confirmed in writing once we know enough students have registered to run the course.
- 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.
- 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. **Please be aware that we are not responsible for any travel and accommodation expenses or other losses arising from any such cancellation.**

PLEASE SIGN THE DECLARATION:

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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Signed:	Date:
Print Name:	
PLEASE MAKE YOUR PAYMENT VIA OUR SECURE SITE AT: https://eshop.londonmet.ac.uk/catalogue/	
PLEASE COMPLETE AND SEND THE ENROLMENT FORM TO: (Please note that you are not enrolled until payment has been made) Geneviève Robinson Interpreting and Translation Administrator 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	