

**Translation courses**  
**84 Moorgate, London EC2M 6SQ**



*Enrolment Form 2010/ 11*

First Name:	
Surname:	
Address:	
Telephone:	Email:

- **Translation Memory Tools (SDL Trados)**  
**8 and 9 July 2011**

Friday 10.30am-3.30pm (1 hour lunch: 12.30-1.30)

Saturday 10.30am-3.30pm (1 hour lunch: 12.30-1.30)

**£250**

**TOTAL      £**

**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.

**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

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London

EC2M 6SQ

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