

DPSI Translation Tasks (by correspondence)
84 Moorgate, London EC2M 6SQ



Enrolment Form 2010/ 11

First Name:

Surname:

Address:

Telephone:

Email:

3 translations @ £210

Yes / No

£

6 translations @ £360

Yes / No

£

TOTAL AMOUNT PAYABLE:

£

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 ONLY WHEN YOU HAVE MADE PAYMENT AS INSTRUCTED ABOVE TO:

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