



LSP ENROLMENT FORM

Please complete the form in BLOCK capitals and either fax to 020 7243 1730 or post to

London School of Publishing
 David Game House
 69 Notting Hill Gate
 London W11 3JS

T: 0207 221 3399
 0207 221 3432
 0207 221 3536

COURSE DETAILS

Please choose which course(s) you wish to book (tick the relevant boxes):

Ten-Week courses

Editorial & Proofreading	<input type="checkbox"/>	Feature & Corporate Writing	<input type="checkbox"/>
Magazine & Newspaper Sub-Editing	<input type="checkbox"/>	Picture Research	<input type="checkbox"/>

Six-Week courses

Advanced Editorial

One/Two-Day short courses

Picture Research (Two-Day course)	<input type="checkbox"/>	Feature & Corporate Writing (Two-Day course)	<input type="checkbox"/>
Trademarks & Copyrights (One-Day course)	<input type="checkbox"/>	Copy-Editing (One-Day course)	<input type="checkbox"/>

Electronic Publishing 1/2/3-Day course

Adobe Dreamweaver (Three-Day course)	<input type="checkbox"/>	Adobe Photoshop (Two-Day course)	<input type="checkbox"/>
Adobe Illustrator (Two-Day course)	<input type="checkbox"/>	HTML (Two-Day course)	<input type="checkbox"/>
QuarkXPress (Two-Day course)	<input type="checkbox"/>	Adobe Flash (Two-Day course)	<input type="checkbox"/>
Adobe InDesign (Two-Day course)	<input type="checkbox"/>	Writing for the Web (One-Day course)	<input type="checkbox"/>

Gender Male Female

First name			
Last name			
Address			
Postcode			
Country			
Telephone home			
Telephone work		Telephone mobile	
Email			
Date of birth			

(Employer's details are to enable us to understand what you are currently doing and does not necessarily have to be in publishing)

Name of Employers

Address of Employer

Position In Firm

Length of Service

Previous Experience (Does not have to be in publishing)

Any publishing experience

Academic Qualifications

Please let us know your reasons for undertaking an LSP training course – please tick box(es):

To improve my chances
of entering publishing

To further my career
in publishing

To improve my
publishing skills

Other, please specify _____

Where did you find out about the course?

Guardian

Hotcourses

Recommendation

Publishers Association

LSP website

BAPLA

Emagister

Other, please specify _____

Please mark the appropriate box:

NON-ELECTRONIC COURSES (TEN/SIX WEEK EVENING COURSES):

- EDITORIAL & PROOFREADING: (Ten-Week Course), £480 + VAT (£564)
- PICTURE RESEARCH: (Ten-Week Course), £480 + VAT (£564)
- FEATURE & CORPORATE WRITING: (Ten-Week Course), £480 + VAT (£564)
- MAGAZINE & NEWSPAPER SUB-EDITING: (Ten-Week Course), £480 + VAT (£564)
- ADVANCED EDITORIAL: (Six-Week Course), £460 + VAT (£540.50)

SHORT COURSES:

- COPY-EDITING: (One-Day Workshop), £340 + VAT (£399.50)
- PICTURE RESEARCH: (Two-Day Workshop), £450 + VAT (£528.75)
- TRADEMARKS & COPYRIGHTS: (One-Day Workshop), £340 + VAT (£399.50)
- FEATURE & CORPORATE WRITING: (Two-Day Workshop), £450 + VAT (£528.75)

ELECTRONIC PUBLISHING COURSES:

- WRITING FOR THE WEB: (One-Day Workshop), £325 + VAT (£381.87)
- ADOBE INDESIGN: (Two-Day Workshop), £435 + VAT (£511.12)
- ADOBE FLASH: (Two-Day Workshop), £450 + VAT (£528.75)
- HTML: (Two-Day Workshop), £450 + VAT (£528.75)
- ADOBE PHOTOSHOP: (Two-Day Workshop), £435 + VAT (£511.12)
- ADOBE ILLUSTRATOR: (Two-Day Workshop), £435 + VAT (£511.12)
- QUARK XPRESS: (Two-Day Workshop), £435 + VAT (£511.12)
- ADOBE DREAMWEAVER: (Three-Day Workshop), £650 + VAT (£763.75)

I enclose a cheque (cheques should be made payable to the *London School of Publishing*)

I wish to pay by credit/debit card: Visa Mastercard Switch/Debit/Solo

Please fill in the relevant details:

Card No. _____

Expiry _____ Valid from date _____ Issue No. _____

3-digit security number: _____

Please tick the appropriate box

I enclose a deposit (£100) (this is only applicable for the evening courses) Full fees for Electronic publishing: £381.87 (Inclusive of VAT) £511.12

I enclose the full fee (£480 + VAT = £564) £528.75 £763.75

Please invoice – please fax/send form with a letter of authorisation of sponsorship from employers.

TERMS AND CONDITIONS OF ENROLMENT

A deposit of £100.00, which is non-refundable and part of fees, must accompany the enrolment form or be paid once a form is submitted online in order to secure a place. Refunds of the deposit are given only if delegates are not accepted onto the course, a course is cancelled or places are full. The remaining full fee must be paid on/by the first night of the course. A deposit payment is not required for the electronic and non-electronic day courses, as full fees are required on booking or an invoice will be sent for those being sponsored by employers. Cancellation and refunds are accepted with a minimum of a one week notice prior to the scheduled start date of the day training electronic and non-electronic one, two and three day courses. There is no provision for payment of fees in instalments. No student may obtain a refund once he/she has attended the first two sessions of a ten-week course from the start date. To discontinue the course, a request must be made in writing to the Course Director within the second session period from the start date of the course – i.e. on/before the second session. If a course delegate wishes to postpone a place to continue at a later date once they have started, this must be made in writing to the Course Director – it is a discretionary decision by the Course Director. A rejoining fee of £150 will be levied. Delegates remain responsible for payment of remaining fees should they not attend a booked place and provide no prior notice. Payments for those being sponsored must be made according to the payment terms on the invoice. Sponsors are bound to pay fees in all cases of a sponsored delegate(s), including in the event of a delegate leaving employment. The sponsors retain the full responsibility of ensuring fees are settled in full. Cancellations on the evening courses (minus the deposit fee of £100) up to a minimum of two weeks notice prior to the start date of the course and must be made in writing for the attention of the Course Director. Sponsored delegates unable to start a scheduled intake, may request to have a place allocated to the next intake or alternatively, LSP would accept a replacement delegate from the same organisation. A re-issue fee of £25 is charged for replacement certificates, this is if a delegate requires a replacement including in the event that the original certificate was sent to a previous address as provided by the delegate. The Course Director has the right to dismiss from a course any course delegate who is disruptive or causes any misconduct.

Having read and understood the above terms and conditions, I agree to the conditions of enrolment.

Signature _____ Date _____