**UCL Institute of Education Short Course Booking Form**

To book a place on a short course, please **complete all the fields below where it says click here** and return the completed form to: [ioe.shortcourses@ucl.ac.uk](mailto:ioe.shortcourses@ucl.ac.uk). The form will be processed and a confirmation email will be sent to the email address you provide. An invoice will be sent to your school.

**Name of short course you wish to attend:**

**Click here to enter the name of the short course**

**DATE: Click here to select the date of the short course**

**Your details:**

**First Name** Click here to type your first name.

**Last Name** Click here to type your last name.

**Job Title** Click here to type your job title.

**Email Address** Click here to type your email address.

**Telephone number on which you can be contacted** Click here to type your telephone

**School Details**:

**School/College Name** Click here to type your school name.

**School Address**  Click here to type your school address.

**School Address Line 2** Click here to type your school address.

**School Address Line 3** Click here to enter your school address.

**School postcode**  Click here to type your school’s postcode.

**Name of person authorising your attendance on this course:**

Click here to enter name of person authorising your attendance.

**Purchase order number (obtained from your finance department):**

Click here to enter purchase order number.

**Email address where the invoice can be sent electronically:**  
Click here to enter email address.

Please complete the form and send to [ioe.shortcourses@ucl.ac.uk](mailto:ioe.shortcourses@ucl.ac.uk) If you have any questions regarding booking a short course at UCL Institute of Education please telephone **020 7612 6325**.