



**WATERFORD TEACHERS’ CENTRE**

**Ionad na Múinteoirí**

**Newtown Rd., Waterford.**

**Tel. No.: (051) 311000 Fax: (051) 311050**

**BOOKING FORM – SUMMER COURSES 2016**

Please USE BLOCK CAPITALS to complete all sections below and **POST TO:**

**Summer Courses 2016, Waterford Teachers’ Centre, Newtown Road, Waterford**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PPS No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Address: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Teaching Council Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Tel. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

School Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill in the courses of your choice. Completed application forms will be date-stamped, numbered and taken in order when received and places will be allocated on a “first come, first served” basis. We will make every effort to accommodate you on the course of your choice. Please fill in your 2nd and 3rd choices in case your 1st choice is full or doesn’t run for any reason. **If you do not fill in your 2nd and 3rd choices then you will not be allocated any other course if your 1st choice is either full or doesn’t run due to insufficient applications. Computer Courses require a minimum of 10 teachers all other courses a min. of 20 teachers.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Order of Choice** | **Course Title** | **Course Code** | **Date Commences** | **Enclosed**  **Fee in €** |
| **1st Choice** |  |  |  |  |
| **2nd Choice** |  |  |  |  |
| **3rd Choice** |  |  |  |  |

**N.B. 1.** Please ensure that you have included the **Course Fee** with your completed **Booking Form.**

**N.B. 2.** Your Course Fee goes towards covering (a) the administration expenses, (b) venue hire, (c) the course tutor’s fees and expenses, and (d) other costs associated with running of the course.

A ***complimentary light snack lunch*** will be provided by the Centre at all of our summer courses. The Centre is not in a position to cater for individual or special dietary requirements. Anyone who has special dietary requirements or who wishes to have something more substantial is welcome to bring their own packed lunch.

Booking a place on one of our courses is deemed to be acceptance of this condition. **Courses must be booked using the official form and must be accompanied by the appropriate fee.**  Booking Forms and Course Fees are accepted by Post and by Hand only. Bookings are **not** taken by Fax or Email. Consult the front cover of this booklet for Course Titles and Booking Conditions and deadlines.

Summer Course Booklets have been issued to all schools and teachers on the same day. **If you want to be sure of a place on a particular week then you are advised to book your place without delay!**

***PLEASE PHOTOCOPY THIS BOOKING FORM IF YOU NEED EXTRA FORM***

**The deadline for bookings is Wednesday, 8th June at 4 p.m.**