

## London

Tuesday 8 September 2009  
Wednesday 9 September 2009  
Thursday 17 September 2009

### cost

There will be a £30 charge for each delegate, inclusive of all course materials and VAT.

Refreshments will be served before, during and after all the seminars.

*The seminars will be held at our offices:  
Fairfax House, Fulwood Place,  
London WC1V 6AY*

\*We are delighted to once again be joined by external speakers.

## bursar training

**Tuesday 8 September**  
**9.45am – 12.30pm**  
**(registration 9.15am)**

### topics include:

- public benefit reporting
- procuring best value – a consultant's view\*
- budgetary cost control – a bursar's perspective\*
- employment tax matters
- VAT update
- topical issues

## governor training

**Wednesday 9 September**  
**9.45am – 12.30pm**  
**(registration 9.15am)**

### topics include:

- public benefit reporting
- procuring best value – a consultant's view\*
- budgetary cost control – a bursar's perspective\*
- governance – a practical approach
- topical issues

## bursar training

**Thursday 17 September**  
**2.15pm – 5pm**  
**(registration 1.45pm)**

### topics include:

- public benefit reporting
- procuring best value – a consultant's view\*
- budgetary cost control – a bursar's perspective\*
- employment tax matters
- VAT update
- topical issues

## booking form

### delegate details

For additional delegates please copy this form. Please use block capitals.

title \_\_\_\_\_

name \_\_\_\_\_

position \_\_\_\_\_

e-mail \_\_\_\_\_

organisation \_\_\_\_\_

address \_\_\_\_\_

postcode \_\_\_\_\_

telephone \_\_\_\_\_

### I would like to book:

- bursar training**  
Tuesday 8 September 2009
- governor training**  
Wednesday 9 September 2009
- bursar training**  
Thursday 17 September 2009

### cost

Payment method – by cheque only – £30 charge per delegate inclusive of VAT.

Please make the cheque payable to "haysmacintyre" for the total cost.

Return your registration form and cheque to:

Jennifer Haynes, haysmacintyre, Fairfax House,  
15 Fulwood Place, London WC1V 6AY

t 020 7969 5698

e jhaynes@haysmacintyre.com

- Please send me a VAT receipt.

### booking information

Booking confirmation and instructions will be sent to you prior to the event.

Please reply early to ensure bookings as numbers may have to be limited.

Cancellation policy: Please be aware that refunds will not be available.

- Please tick this box if you do not wish to receive future mailings.