

## London

Thursday 15 September  
Monday 19 September  
Wednesday 21 September

### 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*

## bursar training

Thursday 15 September  
9.45am - 12.30pm  
(registration 9.15am)

### topics include:

- means-testing and managing bursaries (presentation by a current bursar)
- consumer credit licence matters (presentation by a lawyer)
- public benefit update
- technical update
- employment tax update
- VAT update
- topical issues

## governor training

Monday 19 September  
2.15pm - 5.00pm  
(registration 1.45pm)

### topics include:

- means-testing and managing bursaries (presentation by a current bursar)
- public benefit update
- financial performance monitoring
- technical update
- topical issues

## bursar training

Wednesday 21 September  
2.15pm - 5.00pm  
(registration 1.45pm)

### topics include:

- means-testing and managing bursaries (presentation by a current bursar)
- consumer credit licence matters (presentation by a lawyer)
- public benefit update
- technical update
- employment tax update
- VAT update
- topical issues

## booking form

### delegate details

For additional delegates and if not booking online please copy this form. Please use block capitals.

title \_\_\_\_\_

name \_\_\_\_\_

position \_\_\_\_\_

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

organisation \_\_\_\_\_

address \_\_\_\_\_

\_\_\_\_\_

postcode \_\_\_\_\_

telephone \_\_\_\_\_

### I would like to book:

- bursar training**  
Thursday 15 September 2011
- governor training**  
Monday 19 September 2011
- bursar training**  
Wednesday 21 September 2011

### booking information

Please visit our website [www.haysmacintyre.com](http://www.haysmacintyre.com) and book your place using our online booking form.

Alternatively, please complete the form and pay by cheque – £30 charge per delegate inclusive of VAT.

Return your registration form and cheque made payable to "haysmacintyre" to:

Rhona Thomson, haysmacintyre, Fairfax House,  
15 Fulwood Place, London WC1V 6AY  
t 020 7969 5698  
rthomson@haysmacintyre.com

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 send me a VAT receipt.

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