Terms and Conditions

Library Membership:
All customers using the Cybercentre must be members of the library. In order to obtain a library membership please bring two forms of identification with you, one of which must include your name and address and one a signature.

Fees:
All courses must be pre paid bookings are unconfirmed until payment is received. Please complete the enclosed booking form and return to the Cybercentre. If you are enrolling for your first ECDL module, please return the registration fee to reserve your place. The module fees are payable on the first night of each module. Please make cheques payable to Dumfries and Galloway Council.

Cancellation of Courses:
If you cancel your course, we regret that fees can not be refunded, however they can be transferred to another course, subject to availability. In the event of the course being cancelled by us, an alternative date will be offered. If a suitable date can not be found, the full course fee will be refunded by cheque from the Council's Finance Department. We are not able to reimburse other related or incurred costs.

ECDL Registration:
When you purchase an ECDL registration, we will register you with the British Computer Society. At this point it becomes your property and can not be re-assigned to another candidate, for this reason we regret that the registration fee is non refundable.

Course Notes:
All students studying the complete ECDL course will receive complementary course notes, however students undertaking selected modules only will be required to pay £10 for the notes.

Course Title:.....

Start Date:.....

Name:.....

Contact Number:.....

Library Membership:.....

I have read the enclosed information and agree to the terms and conditions stated. I wish to book a space on the above course:

.....
Signature

Training Calendar April – July 2013

April
FREE CyberTots—iPad for Toddlers

May
FREE BBC First Click—Computers for complete beginners

June
Greeting Cards Workshop

July
FREE CyberTots—iPad for Toddlers

Follow us on Facebook
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Lochthorn Library
Lochthorn
Dumfries
DG1 1UF

Tel/fax: 01387 265780
E-mail: libcyber@dumgal.gov.uk
Web: www.dumgal.gov.uk/lia
ILA Scotland Registration No: 404220147

Dumfries & Galloway COUNCIL

April 2013			
CyberTots—iPad for Toddler FREE	Tuesday 23rd April	14:00 - 14:30	30 mins

May 2013			
BBC First Click Computers for complete beginners FREE	Thursday 23rd May	14:30— 16:30	2 hours

June 2013			
Greetings Card Workshop £5	Thursday 20th June	14:00– 15:00	1 hour

July 2013			
CyberTots—iPad for Toddler FREE	Thursday 18th July	14:30— 15:00	30 mins

Blended Learning

If you are unable to attend a tutor led course on a regular basis or if you simply feel that this method of learning is not for you, we offer E-Citizen, ECDL and Advanced ECDL as blended learning programmes. This means that you can study at a time and place that suits you. We provide your course materials and give you an induction session and 3 hours one to one tutoring with an Learning Support officer as well as ongoing support and encouragement by phone or e-mail. Ask in your local Cybercentre for further details.

Free Online Learning

We have three Learndirect Branded Learning Centres and as such can offer learners access to a range of free, online courses covering a wealth of subjects. All learning bytes are certificated by Learndirect Scotland.
Ask in your local Cybercentre for further details.

Funding

ILA Scotland is a simple way to get up to £200 a year towards the cost of learning something new. It's a Scottish Government scheme for people with an income of £22,000 a year or less or who are on benefits. The money is not a loan - so you don't have to pay any of it back.
To find out more contact one of our Cybercentres, look up the ILA Scotland website or call ILA Scotland on 0808 100 1090.