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, you must pay 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 register for ECDL, fee of £27.50, we will register you with the British Computer Society electronically. You are given a BCS number which is not transferable and therefore if you decide not to proceed we cannot refund your fee.

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

Future Courses

Beginners Computing
ECDL

Future Workshops
I-Pad, Kindle & MS Word

NOW USING WINDOWS 7

Stranraer Library Cybercentre
North Strand Street
Stranraer
DG9 7LD

Tel: 01776 707400
Fax: 01776 703565
E-mail: libstranraercyber@dumgal.gov.uk
Web: www.dumgal.gov.uk/lia
ILA Scotland Registration No: 404220147

bcs Approved Centre

Dumfries & Galloway Council

Course	Start Date	Time	Course Length
April			
Beginners Computing Cost - £55	Monday 8th April	2:15 -4:15	6 x 2 hr sessions
Beginners Computing Cost - £55	Tuesday 9th April	2:15 -4:15	6 x 2 hr sessions
ECDL Module 1 & 2 Cost - £70 *	Wednesday 10th April	6 - 8:30	6 x 2.5 hr sessions
First Click (Absolute Beginners) Free	Thursday 11th April	10-12	2 hours
May			
iPad Workshop FREE	Thursday 2nd May	2:15 -4:15	2 hours
Beginners Computing Cost - £55	Tuesday 28th May	2:15 - 4:15	6 x 2 hr sessions
Using Windows 7 Workshop Cost - £5	Wednesday 29th May	2:15 - 4:15	2 hours
Kindle Workshop FREE	Friday 31st May	2:15 - 4:15	2 hours
June			
Beginners Computing Cost - £55	Monday 3rd June	2:15 - 4:15	6 x 2 hr sessions
ECDL Module 7 Cost - £ 45 *	Wednesday 5th June	6 - 8:30	4 x 2.5 hr sessions

Course	Start Date	Time	Course Length
June (Con'd)			
iPad Workshop FREE	Friday 14th June	2:15 - 4:15	2 hours
July			
ECDL Module 6 Cost - £55 *	Wednesday 10th July	6 - 8:30	6 x 2.5 hr sessions
Microsoft Word Workshop Cost - £5	Monday 15th July	2:15 - 4:15	2 hours
Beginners Computing Cost - £55	Wednesday 17th July	2:15 - 4:15	6 x 2 hr sessions

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 a blended learning programme for most of our courses. 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 a 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.

*** Courses are ILA accredited**