

[Institution Letterhead]

Prof. Ken Turner
Computing Science and Mathematics
University of Stirling
Stirling, FK9 4LA
UK

[Date]

Dear Prof. Turner

Registration for Summer School on Home Care Systems, 1st–5th June 2009, Edinburgh

I would like to register the following student for your summer school:

Student Family Name:
Student Given Name:
Student Institution Address:
Student Phone Number:
Student Email:
Student Passport Number: [If a letter of invitation is needed for visa purposes]

I believe this student has an appropriate background and would benefit from participation in this summer school.

I request a place for this student on the summer school. My institution will pay the summer school fee by 1st May 2009 using one of the following methods. My institution will also support travel and other subsistence costs not included in this fee. I understand that cancellations may be made before 1st May 2009, and that substitution of another student may be made before 25th May 2009. If the student requires a letter of invitation so as to obtain a visa, I understand that this will be sent on payment of the registration fee.

Payment of fee by purchase order:

For Attention Of:	Louise Bellin
Address:	Computing Science and Mathematics, University of Stirling Stirling, FK9 4LA, UK (Fax +44 1786 464 551)
Payment Amount:	£200

OR

Payment of fee by bank transfer:

Bank:	Bank of Scotland, University of Stirling, Stirling, FK9 4LF, UK
Account Number:	00891500
Sort Code:	80-91-29
Payment Reference:	MATCH Summer School
Payment Amount:	£200

Yours Sincerely

[Supervisor Name]