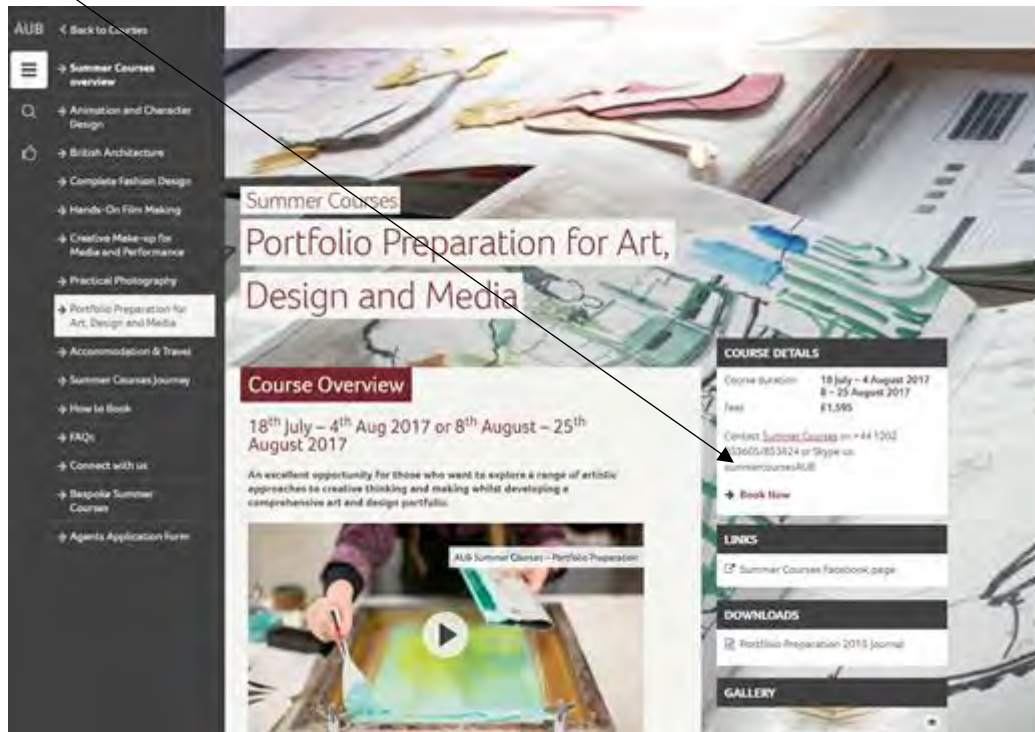


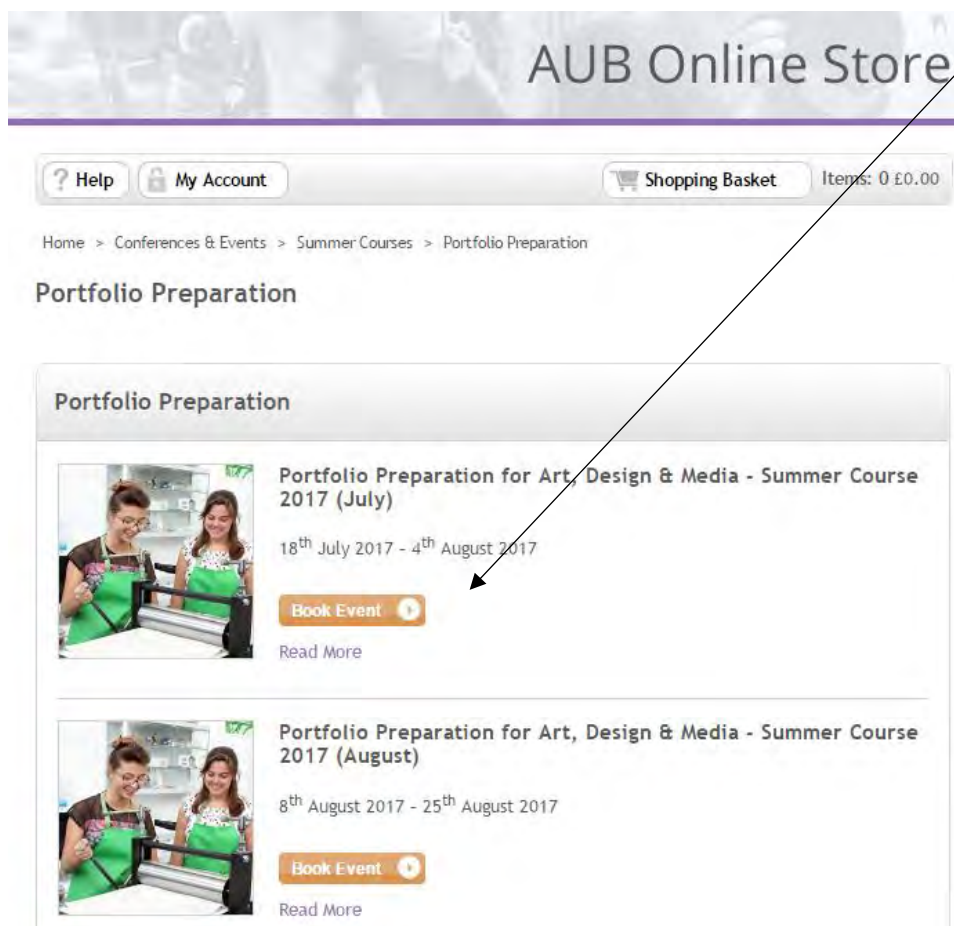
AGENT INSTRUCTIONS FOR BOOKING AUB SUMMER COURSES



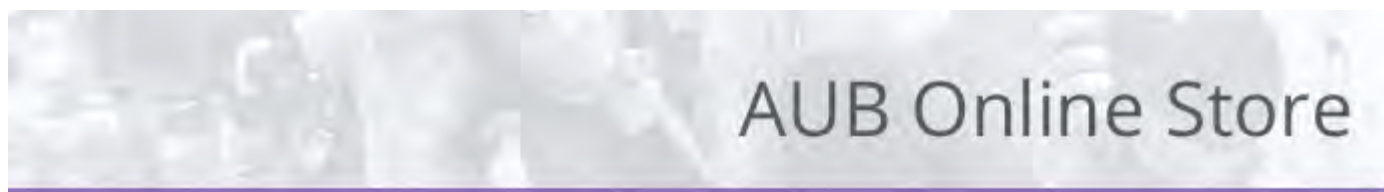
1. From any of our summer course pages, at www.aub.ac.uk/summer click on 'Book Now'



2. The link will navigate you through to the course and its occurrences. Some of our courses are available to book in July & August. Click on 'Book Event' for the course dates you wish to book.



3. You will now be required to create an account, with an email address and password. Please retain this information safely in order to be able to book further through your account.



[? Help](#) [My Account](#) [Shopping Basket](#) Items: 0 £0.00

Login / Register

New Customer

Creating an account only takes a few moments and allows you to store your details for future visits.
If this is your first visit [click here](#)

Login

Email Address

Password

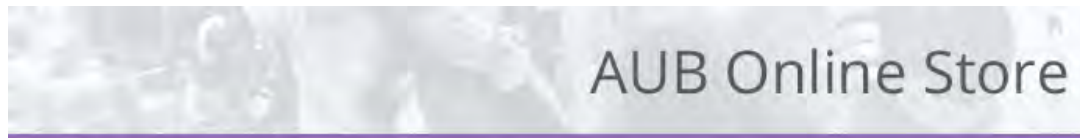
[Forgotten password](#) [Login to Events](#)

You will be asked to provide the following information to set up your account. You will be able to see all of the bookings you make from your account, both pending and paid.

Example data showing the required information to complete your customer details on our online booking system.

CUSTOMER DETAILS (AGENT)	
TITLE	Mr
FIRST NAME	David
LAST NAME	Parker
COMPANY	Parker Educational Consultants
CONTACT TEL NO	+67 245 3645
MOBILE TEL NO	+67 245 3645
EMAIL ADDRESS	dparker@pec.com

3. You will start your course booking, choosing to book deposit or balance of course. Course places can be secured with a deposit up to 1st April 2017; the remaining balance is due by 1st May 2017



Hi, you are logged in as Kay, if you are not Kay, please click here

Fees

Portfolio Preparation for Art, Design & Media - Summer Course 2017 (July)

Delegate Categories

- Course
Cost: £1,595.00
- Deposit
Cost: £595.00

Continue

4. On the next screen **DO NOT** click on the button 'use my Customer Details' to complete this screen. This is where you will complete your Student's details - **Delegate=Student**

Fees Delegate Programme Questionnaire Summary

Portfolio Preparation for Art, Design & Media - Summer Course 2017 (July)

Delegate Details

Use my Customer Details

Title*	Please select
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Contact Telephone Number*	<input type="text"/>
Email Address*	<input type="text"/>
Company / Organisation	<input type="text"/>
Job Title	<input type="text"/>

Delegate Address

Country*	UNITED KINGDOM
Postcode*	<input type="text"/>
House / Flat No.	<input type="text"/>

Find Address

Enter your address manually

5. On the next screen, you can select to book accommodation, transport and our special offer of a 2nd summer course with FREE accommodation. You can continue the booking without selecting anything at this stage and simply book and pay for the course. Our payment confirmation emails will provide links to return to your account to book these items at a later date.

Accommodation

AUB Halls

[Clear Section](#)

- AUB Halls Accommodation (students aged 18+ only) Summer 2017**
Cost: £955.00
- AUB Halls Accommodation (students aged 16 & 17) Summer 2017**
Cost: £1,155.00

Host Family

- Host Family Accommodation (students ages 15+) Summer 2017**
Cost: £1,155.00

Transport

Airport Taxi Transfer

[Clear Section](#)

- AUB airport return taxi transfer (London Airports only) 2017**
Cost: £250.00
- AUB airport one-way taxi transfer (London Airports only) 2017**
Cost: £125.00

SPECIAL OFFER

Book 2 summer courses and get free accommodation for the 2nd course

[Clear Section](#)

- Additional Course including 3 weeks' free accommodation - Animation and Character Design (Aug 2017)**
Cost: £1,595.00
- Additional Course including 3 weeks' free accommodation - Film Making (August 2017)**
Cost: £1,595.00
- Additional Course including 3 weeks' free accommodation - Make-Up (August 2017)**
Cost: £1,595.00
- Additional Course including 3 weeks' free accommodation - Photography (August 2017)**
Cost: £1,595.00

[Continue](#)

6. On the next screen, **it's important you answer all questions fully** and the correct information is sought directly from the student and/or next of kin (Parent/Guardian).

Emergency Contact Information

Next of Kin Name*

Next of Kin relationship to student*

Next of Kin email address*

Next of Kin telephone number*

Next of Kin mobile telephone number*

Where did you hear about our courses?*

Are you interested in progressing further with your studies at AUB?

- Yes
 No

Please give details of your current education level.

Please input the date of birth of the student in ddmmyyy format. Our summer courses are only open to those aged 15 years and over at the start of their course.*

Please input the students Nationality.*

If you are a non-UK resident, please tick this box to confirm that you hold a valid visa (if required) and passport for the duration of your summer course*

- Yes
 No
 N/A

Please state your current university/school or employer.*

Disability

Please choose your disability from the list below.*

- No known disability
 Communication impairment
 Blind/Partially Sighted
 Deaf/Hearing Impairment
 Unseen disability e.g. Diabetes
 Mental Health Difficulties
 Learning Difficulties
 Wheelchair user/mobility difficulties
 Multiple disabilities/medical conditions
 Disability not listed

Terms and Conditions

Please tick this box to confirm that you have read and understood our terms and conditions available on the download section of our 'How to Book' webpage*

- Yes

7. On the next screen, you will have a summary of your booking and the opportunity to review your booking. To secure your booking information, click on Add to Basket

Booking Summary Cancel Booking

Portfolio Preparation for Art, Design & Media - Summer Course 2017 (July)

18th July 2017 - 4th August 2017
Booking Ref:LCPPR2016DV/k0120594 Total £1,595.00

View Pending Booking

Attendees

- Kay Wilkinson The name of your student should appear here. Remove Edit


Add to Basket

8. On the Shopping Basket screen, you will have the following options;

- Click on proceed to checkout to pay by card, our online store accepts all major credit and debit cards.

Shopping Basket Clear Basket

[Continue Shopping](#) [Proceed to Checkout](#)

Item	Quantity	Unit Price	Total Cost
Conferences & Events			
 Portfolio Preparation for Art, Design & Media - Summer Course 2017 (July) Booking Ref: LCPPR2016DV/k0120597 18 th July 2017 - 4 th August 2017 Kay Wilkinson	Remove Event Edit Booking	£1,595.00	£1,595.00
Delivery			£0.00
Total Before VAT			£1,595.00
VAT			£0.00
Total			£1,595.00

[Continue Shopping](#) [Proceed to Checkout](#)

- IF YOU ARE UNABLE TO PAY BY CARD YOU CAN PAY VIA BACS; you should send an email to summercourses@aub.ac.uk to request an invoice. You will receive an invoice from our finance section along with details of our bank account, allowing you to instruct your bank to send the funds directly via an electronic bank transfer – you must elect to pay all bank charges so we receive the full amount.

You can save your booking at this point by clicking on My Account and then Log Out.