

**FTU**

**Enrolment in In-house Training Courses**

**Fax: +49 721 608-24857**

Number of course:	
Title of course:	
Date of course:	
Course fee:	

Name, first name:		Title:	
E-Mail:		Telephone:	
Date of birth*:		Place of birth*:	
Private address*:			

**Staff member of KIT – Campus North:**

Personal ID.:		Organisational unit:	
Cost centre:		Project/Cost unit:	

**Staff member of KIT – Campus South and other companies:**

Company:	
Company address:	

Date:		..... Signature of participant	..... Signature of head of unit
-------	--	-----------------------------------	------------------------------------

Bookings will be accepted and confirmed as received. The cost centres of participants will be charged the course fees apart from courses attended by invitation of the Presidential Committee or the Human Resources. Cancellation must be sent in writing to FTU. Cancellation less than three weeks before the course entails payment of an administration charge of 50% of the course fee. Failure to participate without prior notice implies payment of the full course fee.

\*Data protection: Data of the participants will be used for correspondence and to produce course materials meant for personal use. The private address as well as the date and place of birth are needed for officially recognized course certificates or for admittance to the KIT – Campus North for guided tours.