



FACTBOX GUIDE

Thank you very much for filling in our factbox. We have designed this to be as straightforward as possible, but please let us know if you have any problems.

A few guidelines:

- When you have filled in a page, please click the 'Save and Proceed' button at the bottom of that page to save that information and proceed to the next section.
- You do not have to fill in all the information in any section at one time, but please click the 'Save and Proceed' button at the bottom of the page to proceed to the next section, prior to leaving the page.
- To move to another section, you can click on another category name on the right-hand menu, but doing this does NOT save any changes you have made to the page you are on, please click the 'Save and Proceed' button first.
- Only one person can work on the form at any one time.
- If you prefer, you can print off the form and fill it in by hand and then input the information online.
- Please do not use the 'back' or 'forward' buttons on your browser.
- Once you have completed all the sections click the 'Save and Proceed' button at the bottom of the 'Fees' section to finalise your form.

If you have any problems, please email Susie de Labilliere: susie@talkeducation.com

Very many thanks again for your help with this.