



# REGISTRATION FORM TRAINING COURSE

In order to register for one of our training initiatives please complete and return the following registration form via e-mail to [training@tstat.eu](mailto:training@tstat.eu). Please note that fields marked with an asterisk (\*) are obligatory.

## COURSE DETAILS

CODE/ TITLE\*

DATE AND LOCATION\*

REGISTRATION FEE\* (please select one)

FULL TIME STUDENT\*\*

PH.D. STUDENT

ACADEMIC

COMMERCIAL

\*\*To be eligible for student prices, participants must provide proof of their full-time student status for the current academic year.

## PARTICIPANT DETAILS

NAME\*  SURNAME\*

COMPANY / UNIVERSITY\*

DEPARTMENT\*

OCCUPATION\*  STATUS\*

(Student, Ph.D., Research Fellow, Faculty, etc)

ADDRESS\*

TOWN / POSTAL CODE\*

TELEPHONE\*  EMAIL\*

## INVOICE DETAILS

COMPANY / UNIVERSITY\*

DEPARTMENT\*

ADDRESS\*

TOWN / POSTAL CODE \*

TELEPHONE\*  EMAIL\*

TAX REGISTRATION CODE\*

(According to EU Fiscal Regulations Italian VAT, currently levied at 22%, is applied to course registration fees, unless participants provide a valid tax registration number)

## ADDITIONAL INFORMATION

In order to tailor the course as much as possible to participant's individual background, we kindly ask you to provide details as to:

1. Your general background in biostatistics/economics/statistics\*:

2. Your reasons for attending the course\*:

3. Which best describes you in terms of your Stata skills?

BEGINNER

BASIC LEVEL

INTERMEDIATE LEVEL

ADVANCED LEVEL

4. Have you participated in other courses using Stata? YES  NO  If yes, please specify:

OTHER REQUESTS:

## HOW DID YOU FIND OUT ABOUT THIS COURSE? (Please select one)

TSTAT NEWSLETTER

TSTAT WEBSITE

STATA CORP WEBSITE

SUMMERSCHOOL EUROPE

INOMICS

INTERNET SEARCH

RECCOMENDATION FROM A COLLEAGUE

OTHER  SPECIFY \_\_\_\_\_

## REGISTRATION INFORMATION AND TERMS AND CONDITIONS

### REGISTRATION

To secure a place on any of our training initiatives, please return the registration form via email to [training@tstat.eu](mailto:training@tstat.eu). Places can also be reserved via email; participation will not however be confirmed until a completed course registration form and payment is received. The course will be officially confirmed when a minimum of 5 participants are officially enrolled. Please note that participation on all our courses is limited to a maximum of 8 individuals. Places will be allocated on a first come, first serve basis. Early registration is therefore, recommended. For administration purposes, registration on all our training initiatives closes 10 days before the starting date of the course. Unless otherwise indicated, training courses will be in English.

### REGISTRATION FEES

- Fees are subject to VAT (applied at the current Italian rate of 22%). Under current EU fiscal regulations, VAT will not however applied to companies, government institutes or Universities providing a valid tax registration number.
- To be eligible for **full-time** student prices, participants must provide proof of their **full-time student** status for the current academic year. Our standard policy is to provide all full-time students, be they Undergraduates or Masters, access to our student registration rates. Part-time master and doctoral students on the other hand, who are also currently employed will be assigned the standard academic registration fee.
- Multi-participants pricing: a 10% discount is applied to the second participant and a 15% discount is applied to each additional participant from the same company or academic department enrolling on the course. Students and doctoral students are however, exempt from TStat's multi-participant offer.
- TStat Training's Annual Training Program: individuals (with the EXCEPTION of undergraduate, master and doctoral students), attending more than one of our training courses during 2026, will be entitled to a 10% discount off their second course and a 15% on any subsequent course fees.
- Training fees cover: teaching materials (handouts, Stata datasets and routines specifically developed for the course), a temporary licence of Stata valid for 30 days from the beginning of the course.
- Participants also have the right to a 20% discount off the purchase of a single user academic or commercial perpetual licence of Stata. Licences purchased under the student licensing Program are however excluded from this offer.

### CANCELLATION POLICY

Written notification of cancellation should be sent by email to [training@tstat.eu](mailto:training@tstat.eu), at least 21 calendar days prior to the start of the course, should circumstances prevent the delegate from attending the course concerned. Written cancellations received within 21 calendar days of the course starting date do not incur a cancellation penalty. Participants will however, be liable for any bank transfer costs incurred should it be necessary to refund course fees. Participants who cancel between 10 and 20 calendar days prior to the course starting date, will be subject to a service charge equivalent to 50% of the total course fees. The participant will also be liable for any bank transfer costs incurred should it be necessary to refund the balance of previously paid course fees. Participants who cancel less than 10 calendar days before the start of the course will be liable for a cancellation charge equivalent of 75% of the total course fee. Participants will also be liable for any bank transfer costs incurred should it be necessary to refund the balance of previously paid course fees.

### POSTPONEMENT OF PARTICIPATION

Requests can be made to postpone their participation to the next subsequent course. Individuals must, however, send written confirmation of their intention to postpone within 21 calendar days prior to the start of the course concerned. Requests for postponement received after this date will incur a service charge equivalent to 25% of the original course fees. Requests for postponement received 10 or less working days before the start of the course will be subject to a service charge equivalent to 40% of the original course fees.

### TRANSFERING REGISTRATION TO ALTERNATIVE COURSES

Participants wishing to transfer their registration to an alternative course, must send in a written transfer request no later than 15 calendar days before the start of the course. Requests received within 15 days prior to the first day of the original course will incur no additional fees. Individuals who communicate their intention to transfer to another course between 8–14 calendar days prior to the first day of the original course are subject to a service charge of 25% of the original course fee. Participants who transfer to another course 7 days or less, prior to the first day of the original course, are subject to a service charge of 40% of the original course fee. Please note that refunds cannot be made given to individuals requesting a transfer on or after the day the original course begins. Moreover, participants will also be liable for any bank transfer costs incurred should it be necessary to refund the balance of previously paid course fees.

### OFFICIAL CONFIRMATION OF COURSE

TStat reserves the right, to either cancel or postpone the course, should the minimum number of participants not be attained. Official confirmation of the course will be given to participants via email 9 calendar days before the starting date. Should it be necessary to either cancel or postpone a course to a later date, participants have the right to either transfer their original registration to the rescheduled course or to cancel their participation completely. In the case of cancellations, all pre-paid course fees will be fully reimbursed via bank transfer.

**TStat Training | TStat S.r.l. cannot be held liable for any other expenses relating to the enrollment on any of its training initiatives.**

## ONLINE TRAINING – VIDEOCONFERENCING NETIQUETTE

1. During the online course/videoconference please make sure that there are no other unauthorized individuals present who have not officially registered for the course;
2. That your internet signal is stable and adequate.
3. Always keep the microphone switched off when listening;
4. In order to facilitate the interaction between participants and course leader, we kindly ask that you keep your video camera switched on during the course/video conference. Our experience shows that this significantly increases the degree of interaction between participants and the course leader.

## INVOICING

Invoices will be issued upon receipt of the registration form and must be paid within the terms reported on the invoice. Failure to adhere to the required terms may result in the participant losing their place on the course. Any different invoicing and payment requests must be agreed upon and approved in advance by the TStat accounting department. The non-refundable deposit, if applicable, is payable upon receipt of the invoice and within 7 days of the date of issue.

## PAYMENT DETAILS

Course registration fees are to be paid in euros, via bank transfer, to the following bank account: Account Name: **TStat S.r.l.** | Account Number: **10612** | Bank: **Banca di Credito Cooperativo di Pratola Peligna** | Via A. Gramsci 136, 67035 Pratola Peligna (AQ), Italy. | IBAN: **IT 56 V 08747 40710 00000010612** | SWIFTBIC: **ICRAITRRKR0**. Payment must be made by the date indicated on the invoice to confirm a place on the course.

**BANK TRANSFER CHARGES:** Please note that all bank transfer fees are the responsibility of course participants. International payments must be made using the **SWIFT** cost code **"OUR"**.

Please note that data submitted by you shall be processed using electronic means in compliance with the principles set forth in applicable data privacy laws and regulations (EU Regulation n. 679, 2016), solely for the purpose of providing you with the information requested, and potentially for placing/confirming your booking of places and other services/amenities.

If you are interested in receiving our newsletter / periodic updates on special rates and promotions (to be sent to an address supplied by you), you must provide explicit consent to the same. You may at any time thereafter revoke such consent, as noted in the policy.

- I acknowledge receipt of the privacy policy     I authorise the mailing of newsletters and periodic notices regarding TStat's training initiatives to the email address I have supplied

Date \_\_\_\_\_

Signed \_\_\_\_\_

## PRIVACY POLICY VIDEOCONFERENCES AND ONLINE TRAINING INITIATIVES

Videoconferences and online training activities will take place via TStat Training's Zoom account. The utmost care will be taken with regards to security when using Zoom's portal. Interested parties are however, referred to Zoom's own privacy policy (published at <https://zoom.us/it-it/privacy.html>) and conditions regarding the use of their platform, with reference to the management of personal data in this context. TStat S.r.l. cannot be held responsible for any disputes or liabilities arising from other the use and conditions of the portal itself or for Zoom's privacy policy.

Participants in all training or videoconference activities are required to comply with the following:

- Individual participants are obliged to maintain due confidentiality and diligence with respect to the data he or she has access to during the course of the videoconference or training initiatives, both during the course or video conference itself and thereafter (Art. 326 of the Criminal Code and Art. 28 of Law 241/90);
- Dissemination (in any form) of teaching or auxiliary materials pertaining to our online conference and training activities, which are not deemed functional to the performance of the participant's work is prohibited. More specifically, it is not permitted to:
  - disclose to third parties and/or disseminate materials related to course content;
  - communicate/disseminate and/or reproduce in full and/or in part course or conference documentation, such as: handouts, software routines developed/used during the course, course datasets and any other type of teaching material acquired during the courses;
  - register (audio or video registration) during the course videoconference neither by means of the Zoom platform nor by any other personal device;
  - capture/share screenshots or images of course/videoconference on one's own PC or devices or on a network (internal servers, social networks, etc.).

Moreover, conference and/or course participants must:

- Securely store, and not divulge to third parties, personal access passwords or links received from TStat to directly access to the course or videoconference platform;
- Immediately communicate via email to [training@tstat.eu](mailto:training@tstat.eu) if he or she is unable to access TStat's Training account on Zoom, suspects someone else to have accessed TStat's course Training portal through the use of the credentials they themselves have received from TStat S.r.l., or if their link/access credentials have been either lost or stolen.

Date \_\_\_\_\_

Signed \_\_\_\_\_

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