

Rebecca Woollard

134 Heath Row, Bishop's Stortford, Hertfordshire, CM23 5DQ.

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Course Booking Form

Please complete and return this booking form with your deposit/course fee to the address/email above and further details will be sent to you. Please make cheques payable to 'Rebecca Woollard'. Alternatively, you can pay via paypal or bank transfer, details of which will be emailed to you.

Student Details	
Name	
Address (inc. Postcode)	
Telephone	
Mobile	
Email	
Will you be bringing your own sewing machine?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any dietary requirements?	<input type="checkbox"/> Yes, please specify _____ <input type="checkbox"/> No
What is your experience of sewing?	<input type="checkbox"/> None <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Confident
Where did you find out about this course?	

Course Details	
Course Title	
Course Date	
Amount to pay?	<input type="checkbox"/> Deposit £30/£60* <input type="checkbox"/> Full Course Fee £70/£80/£90/£150*

* delete as appropriate

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Course Date	
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* delete as appropriate

How would you like to pay?		
<input type="checkbox"/> Cheque	<input type="checkbox"/> Paypal	<input type="checkbox"/> Bank Transfer

Course Fees

Each course requires a £30 (one day/evening course) or £60 (two day course) deposit to reserve your place and the full balance is paid one month prior to the course commencing. Alternatively, you may pay the full course fee when booking if you wish. We will confirm in writing that we have received your booking form and deposit/course fee.

Terms & Conditions

Please note that a booking is made when we receive your completed form and deposit/course fee, and we in turn have sent you a confirmation letter. Availability is on a first-come, first-served basis and all courses must be paid in full a month prior to it commencing. In the event you wish to cancel a booking that has been confirmed, our cancellation policy is below. In all cases of cancellation by you, the deposit paid is non-refundable.

In the event you have paid in full for your course and you provide at least fourteen clear days notice of cancellation, we will refund you the amount paid less the initial deposit. Regrettably, we cannot offer a refund where less notice has been provided.

Students who withdraw from courses are not entitled to refunds or other reductions in fees, other than in the most exceptional circumstances.

We do reserve the right to amend or cancel a course or booking at our discretion. In such cases, we will naturally inform you immediately and either offer an alternative date and/or a full refund, including deposit.

Confirmation

Have you read and understood the terms and conditions regarding your deposit/course fee and booking and is all the information you provided correct? Please sign below in confirmation:

Signed	
Date	
Print name	