



Booking Form

PLEASE COMPLETE IN BLACK INK USING BLOCK CAPITALS

Places will only be reserved on receipt of a deposit (1/3 of total cost)

Contact Name..... **Position**.....

Company.....

Address.....

..... **Post Code**.....

Phone No..... **Day/Mobile No**.....

E-mail..... **Fax No**.....

Course to be booked..... **Start Date**.....

..... **Finish Date**.....

Delegates First Name & Surname	Tuition Fee <small>(Ensure VAT Included)</small>	Assessment Fee <small>(Ensure VAT Included)</small>



Add all tuition and assessment fees together for total cost (ensure VAT included).	TOTAL	
Minimum 1/3 of total cost (to nearest pound) is due now to reserve your place. If course start date is within 14 days, full payment is due now. If more convenient, simply enclose full payment.	DEPOSIT/ PAYMENT ENCLOSED	

Please make cheques payable to 'Windmill-Training' and send with booking form to:-
 WINDMILL-TRAINING, WINDMILL FARM, MONTACUTE, SOMERSET. TA15 6UT

Please pay balance of total cost 14 days before course start date - you will be reminded when we send your receipt for deposit paid and invoice for balance due.

Where did you hear about our courses?

Do any of the delegates have disabilities?
(Please specify delegate and describe if hearing/visual/physical/learning mental disability or impairment. This information is deemed personal and will only be shared with your lecturer. Attach an extra sheet if required and state here if you have.)

Do any of the delegates have dietary requirements?
(Please specify delegate and describe requirements ie. vegetarian, vegan, allergies etc. Attach an extra sheet if required and state here if you have.)

I have read the conditions overleaf and accept them. Signed.....Date



6 Tuition Fees

6.1 No booking is confirmed until receipt by WT of the completed booking form accompanied by a deposit of 1/3 of the tuition and assessment fee, inclusive of V.A.T. The deposit is non refundable.

6.2 The balance of the course fee is payable 14 days before the course start date. If full payment is not received by that date, WT reserves the right to cancel or change your booking without a refund. You may cancel your booking and receive a refund in certain circumstances, and these are laid out in clause 8.1.

6.3 Bookings without accompanying payment are provisional only.

6.4 Places are limited and precedence will be given to bookings accompanying full payment.

6.5 All payments banked and not honoured will incur a £25 charge to cover our banking costs, keeping costs down for our customers.

6.6 WT reserves the right to alter the published course fees when necessary.

7 Cancellation by WT

7.1 WT may terminate this agreement at any time and recover all sums due from you if you:

7.1.1 do not make payments on time.

7.1.2 do not carry out your obligations under this agreement

7.2 If you fail to make any payments due to us, we shall no longer have to carry out our obligations under this agreement or any other agreement between you and us until you have paid all outstanding sums.

7.3 You may not withhold payment of any invoice or other amount due to us, even if you allege a claim against us. Our complaints procedure must be followed.

7.4 We will not provide a refund should we cancel because of a failure to pay the full balance of your course fees prior to the commencement of the course.

8 Cancellation / Changes by You

8.1 Due to the limited places and specialist nature of our courses, the course cost (less the deposit) is refundable only if a written cancellation is received by WT at least 21 days before the course start date. Refunds will be made within 30 days after the letter is received at WT.

8.2 If you are ill, or have an accident prior to commencement of the course which makes you unable to attend, once recovered you may continue on a new course (provided we have written evidence from your doctor).

8.3 Booked courses are non-transferable.

8.4 In the event you do not complete the course for any reason, you will not receive reimbursement.

8.5 Should you need to change your course dates, the deposit is non refundable. With 14 days notice we will move your course commencement date to the next available date. There will be an administration charge of £20 and we will only move it once.