



STUDY WEEK BOOKING FORM 2008/09

Name			Date of Birth/ Age as at Study Week:		
Address					
Student No.	SR I	Name you wish to be known by (if different from above)			
Which distance learning course are you enrolled on? (BSc, BA, HND, HNU, NC etc)					
Daytime Telephone			Mobile Telephone		
Evening Telephone			E.mail		
Study Week Type					
Start Date		End Date		Booking Deadline	
Additional Information					
Please provide details of any special dietary needs and of any medical condition or disability that may affect you whilst attending the Study Week:					
Please indicate your likely method of transport to the Study Week:					
Would you be interested in lift-sharing?					
Next of Kin Details					
Name			Relationship		
Address					
Daytime Telephone			Evening Telephone		
Mobile Telephone					

Terms and Conditions

1. A copy of this booking form will be sent to you for your information within one week of receipt.
2. Bookings will be confirmed within one week after the booking deadline. Places will be allocated in the order that bookings are received. It is advisable to book well in advance.
3. A Study Week will be cancelled if insufficient bookings have been received by the booking deadline. Non-BTEC or BHS students will be offered an alternative date or be reimbursed for fees paid in respect of the Study Week fee. No other form of compensation will be paid. Degree, BTEC and BHS students will be advised of alternative dates.
4. The Open College of Equine Studies (TOCES) will not cancel a Study Week once bookings have been confirmed.
5. Unless your place is filled by someone on the waiting list, if you cancel, you will be liable to pay a fee as specified in the table below when booking again. Please note that the Study week fee is **£425.00**. You are strongly advised to take out insurance so that if you have to cancel your booking due to ill-health, injury or bereavement, you are able to claim this amount back. Please note that TOCES cannot recommend an insurance company. Please contact a broker/company for this advice.

Point of cancellation	% of Study Week fee (£425) due
Before booking deadline	No fee
Between 42 and 28 days before Study Week start date	15%
Between 27 and 14 days before Study Week start date	50%
Between 13 and 8 days before Study Week start date	75%
Within 7 days of Study Week start date	100%
Non-attendance without prior cancellation	100%

6. You are advised not to book transport to the Study Week until your place on the course has been confirmed, unless your travel insurance will allow you to claim the fare back if the course is cancelled or if we are unable to allocate a place to you. TOCES does not accept liability for any travel expenses.
7. Unless the fee has been paid for within the distance learning course fee, the appropriate fee must be enclosed with this booking form. If paying by credit or debit card, complete the Credit/Debit Card Authorisation.
8. Bookings and credit card payments may be faxed through but you must send in the original signed form by post.

Please sign below to confirm your acceptance of the above Terms and Conditions. A copy will be sent to you for your information upon receipt of the Booking Form.

Signed		Print Name	
Fee enclosed (if applicable)		Date	

Office Use

Booking Received		Confirmation of Booking Sent within one week of Booking Deadline	
Letter of Receipt and copy of Booking Form Sent		Fee enclosed if applicable	
Information Pack Sent		Notes	

If you have any queries regarding the Study Weeks or booking onto a course, please contact us on:
Tel: 01787 282123 E.mail: enquiries@equinestudies.co.uk Fax: 01787 280278

Please return this form to : The Open College of Equine Studies, Boxted, Bury St Edmunds, Suffolk, IP29 4JT as early as possible before the appropriate Booking Deadline.

CREDIT/DEBIT CARD AUTHORISATION

Please complete if you wish to pay for your Study Week by credit/debit card

Cardholder's Name:	<input type="text"/>	Cardholder's Telephone Number:	<input type="text"/>
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Cardholder's Address:	<input type="text"/>
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Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry Date:	<input type="text"/>	Issue No.	<input type="text"/>	Valid From:	<input type="text"/>
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Card Type:	<input type="text"/>	Payment Amount (figures)	<input type="text"/>	£
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Payment Amount (words)	<input type="text"/>
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Cardholder's Signature	<input type="text"/>
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