



## STUDY WEEK BOOKING FORM 2010

Name		Date of Birth/ Age as at Study Week:	
Address			
Student No.	SRI	Name you wish to be known by (if different from above)	
Which distance learning course are you enrolled on?			
Daytime Telephone		Mobile Telephone	
Evening Telephone		E.mail	
Study Week Type			
Start Date		End Date	Booking Deadline
Did your course fee include an accommodation fee?	<b>Yes / No</b>	Do you require dinner, bed and breakfast at Boxted Hall?	<b>Yes / No</b>
If Yes – you have the option to book single en-suite accommodation. (Fee = cost detailed opposite less £20 per night). If No, you can choose to stay at Boxted and select a category of room. (Fee = cost detailed opposite)		Twin room	£40 per night
		Luxury suite	£100 per night
		Luxury room	£85 per night
		Standard en-suite	£65 per night
<b>Additional Information</b>			
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?			
<b>Next of Kin Details</b>			
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. When the Study Week is non-compulsory an alternative date will be offered or fees paid in respect of the Study Week will be reimbursed. No other form of compensation will be paid. Where the Study Week is a compulsory element of the programme 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 excluding accommodation is £330.00. 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 (£330) due
43 days or more before Study Week start date	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. If your accommodation fee was included within your course fee you may be allocated a sharing twin room. You have the option of paying an additional fee and booking a single en-suite room. This must be indicated on this booking form. 50% of additional accommodation fees must be paid now. The balance is due 28 days before the Study Week start date.
9. 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 282 123 E.mail: [info@equinestudies.co.uk](mailto:info@equinestudies.co.uk) Fax: 01787 280 278

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:  Cardholder's Telephone Number:

Cardholder's Address:

Card Number: 

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Expiry Date:  Issue No.  Valid From:

Card Type:  Payment Amount (figures)  £

Payment Amount (words)

Cardholder's Signature