

# Distance Learning Booking Form Level 3 Wines & Spirits



## PLEASE COMPLETE USING BLOCK CAPITAL LETTERS

Please ensure that you read the following conditions and complete all the sections on the Course Booking Form where applicable.

**Send the completed form to:** Course Administrator, Wine School of Excellence, 85 Middlethorpe Grove, York YO24 1JX.

### SECTION 1 YOUR DETAILS

Name:	Surname:
Company (if applic):	Position:
Address:	Post Code:
Telephone Number:	Email:

Your details may be used by us to keep you informed of the course on which you have registered. We never pass our customer's details on to other parties. We send information via email, therefore, please ensure you have entered your email address.

We like to keep students in touch with developments and events run by Wine School of Excellence. If you wish to receive this information, please tick this box

### SECTION 2 THE COURSE

Please circle/give the reason for enrolling: Hospitality trade requirement    Retail trade requirement    Wine enthusiast    Other: -

**Distance Learning programme - Level 3 Award in Wines & Spirits**

### SECTION 3 STUDENT DETAILS

(Please note that the minimum age requirement for all students is 18 at time of booking)

Name:	Email:	Tel. No.
Name:	Email:	Tel. No.
Name:	Email:	Tel. No.
Name:	Email:	Tel. No.
Name:	Email:	Tel. No.

### SECTION 4 BOOKING TERMS AND CONDITIONS

**Full payment** must accompany the booking form as we do not accept provisional bookings and places will only be confirmed once payment is received. Bookings will only be accepted on valid booking forms with a fully completed and signed declaration. **Payment methods:** cheque or BACS transfer, debit and credit cards.

**Cancellations/Refunds.** Once booked, no refunds apply to Distance Learning programmes. This includes refunds or reduction in fees for previously purchased materials, examinations not taken within the 12 month course registration period or non-attendance at booked tutorial sessions.

**Personal Tutors** on the help desk communicate with students primarily via email and on the occasion of telephone calls, no personal telephone numbers will or can be released. Wine School of Excellence reserves the right to alter the Personal Tutor allocated at enrolment where necessary.

**Examinations.** If the student fails to attend a booked examination, he/she will be liable for subsequent examination fees. Re-sit examinations are not included in the course fee. All students are required to bring along authorised photographic ID (passport, photo driving license) with them to the examination otherwise they will be refused entry.

**Expiry of the 12 month Enrolment Period.** If the student has not completed the course within the 12 months from enrolment and does wish to complete their studies, he/she will need to re-enrol paying the relevant fees at the time of re-enrolment.

**Special examination condition** requirements due to dyslexia or other medical reasons must be notified prior to the start of the course and supported by a doctor's certificate or similar document.

**All bookings are processed on the understanding and basis that you have read and agreed to the booking terms and conditions**

### SECTION 5 PAYMENT

£210.00 plus vat per student

Inc study pack, on-line/telephone tutor tuition and examination

- Cheque enclosed (should be crossed and made payable to Cleverdotsolutions Limited)
- BACS transfer. This should be made to Barclays Bank plc, PO Box No 24, YORK. YO1 8XD. A/C Name: **cleverdotsolutions limited**, sort code 20-99-56 & A/C No. 20796778. Please ensure the student's name and course title/date is quoted in the reference.
- Switch/Visa/Mastercard Number:
- 3 Digit Security Code:
- Start Date:    Expiry Date:    Total Amt:

### SECTION 6 DECLARATION

I have read, understood and agree to the Booking Terms and Conditions above in particular the policy on cancellation and refunds. I understand that Wine School of Excellence reserves the right to change Help Desk Personal Tutors and reschedule examinations dates/times if necessary. I understand that all students are required to present authorised photographic identification at all examinations and may be refused entry to an examination if not produced.

Signed:

Print Name:

Dated: