

# Course Booking Form

Course Title: \_\_\_\_\_

Course Date: \_\_\_\_\_ Time: \_\_\_\_\_

Course Fee: £ \_\_\_\_\_

Materials: £ \_\_\_\_\_

Total Payable: £ \_\_\_\_\_ Payable To: \_\_\_\_\_

## Customer Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## Sewing Machine / Overlocker Details

Make: \_\_\_\_\_ Model: \_\_\_\_\_

I will be bringing my own machine\* OR I require the use of your machine\* \*Delete as applicable.

(We may require to P.A.T test your machine, at our discretion, before use on classes.)

**I have read and understood the terms and conditions stated below:**

I consent to my details being retained for course related reasons

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

..... Please detach and keep for your reference. ....

## TERMS AND CONDITIONS

### Bookings

A booking will be made once we receive your booking form and full remittance and in turn you have received confirmation via email, post or phone. Bookings will be on a first come, first served basis.

### Cancellations:

**By Us:** Dates of courses may be subject to change. If we have to make unavoidable alterations to our programme you will be informed as soon as possible. An alternative date may be offered or a full refund given.

**By You:** Once a course has been booked and confirmed we are unable to offer a refund or transfer, as tutors have to be booked in advance and guaranteed payment for the class.