



## Course Provisional Enrolment Form

Please fill in using CAPITALS

Name .....

Address .....

..... Post Code .....

Phone No. (Day) ..... (Evening) .....

Email address .....

Course Title	Ref No	Start Date of Course (if known)	XP or Vista?*	Office 2003 or 2007?*

\* **Beginners IT Part 1 for users of Vista / Windows 7 (not XP). If beginners IT part 2, Improvers Word, Computer Filing, Excel, Address labels, Designing posters (clipart), Powerpoint, Publisher, please specify whether you have 2003 or 2007 version of Office (ie Word, Excel, Powerpoint or Publisher)**

**Cheques** should be made payable to **Fernhurst Centre Ltd**. Please write your name, telephone number and the course(s) reference/name on the reverse of the cheque.

**Please return to:**

**Course Administration, The Fernhurst Centre, 2 Crossfield, Vann Road, Fernhurst, Haslemere GU27 3JL**

Data Protection: The information you have provided will be kept on a database and will be handled and processed in accordance with the Data Protection Act 1998. Your details will not be passed to other organisations.

✂ .....

Thank you for putting your name down for a course at the Fernhurst Centre – you have a **PROVISIONAL** place reserved, and this will be confirmed by the Course Administrator subject to places being available and the course viable.

### Terms and Conditions of Booking

#### PAYMENT OF COURSE FEES

**Course fees should be made in full as soon as possible after confirmation of date and place** and no later than two weeks prior to the start date of the course, to secure your place on the course.

If Course **start date is less than two weeks** payment should be made immediately on confirmation of booking.

#### **CANCELLATION OF BOOKINGS BY STUDENTS**

If you have to cancel your booking, please notify the Fernhurst Centre (01428 641931) or the Course Administrator (01428 656605) immediately by telephone.

The Course fee will be refunded only if the vacated place can be refilled

If you fail to attend the course for the full duration no refund is payable.

#### **CANCELLATION OF COURSES BY THE FERNHURST CENTRE**

The Fernhurst Centre reserves the right to cancel any course at short notice if it becomes necessary to so. In the event, you will be notified as soon as possible and advised of options for transferring to another course. If you prefer to withdraw your booking, a full refund will be made.