

Please complete a separate booking form for each applicant. Print out form, read the terms and conditions on the second page, and complete all sections in BLOCK CAPITALS, then send with payment of the 10% deposit to:

**RSCM Education Administrator, 19 The Close, Salisbury, SP1 2EB, UK**

## Personal Details

Title: ..... First Name: ..... Last Name: .....

Address: .....

Postcode/Zip: ..... Country: .....

Telephone: ..... Email: .....

Date of birth: ..... / ..... / ..... Singing voice: Treble / Soprano / Alto / Tenor / Bass

Are you a member of the RSCM?  Member of affiliated choir  Individual/Student/Junior  Friend (no discount applies)

Name of church/choir: .....

Please give details of any dietary or other requirements such as mobility considerations or medical conditions: .....

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Do you intend to apply for a bursary? Yes / No Have you attended an RSCM course before? Yes / No

How did you find out about the courses? Advert or brochure in CMQ / Website / Other: .....

## Course Choice

Spring Course, Sneaton Castle Centre, Whitby - £230 (£270 non-RSCM members)

Summer Course, Kingswood School, Bath - £345 (£405 non-RSCM members)

## Payment

Please send a deposit of 10% of the total fee with this booking. **The full fee is due 8 weeks before the start of the course.**

I enclose a cheque payable to "RSCM" for £.....

Please charge my credit / debit card £.....

Type of card (we are unable to accept American Express/Diners): Visa / Mastercard / Switch / Maestro / Other: .....

Cardholder's name: ..... Card number: ..... - ..... - ..... - .....

Cardholder's address: .....

Start date (Switch or Maestro only): ..... / ..... Expiry date: ..... / .....

Issue number (Switch or Maestro only): ..... Security code (last three digits on signature strip): .....

Cardholder's signature: ..... Date: .....

I wish to apply for the course(s) detailed above. I enclose a 10% deposit of the total fee, and I understand that terms and conditions apply.

Signed: ..... Date: .....

Signature of parent or guardian if applicant is under 18 years of age:

Signed: ..... Date: .....

- All fees are stated and payable in pounds sterling.
- Fees are subject to change only in the event of circumstances beyond the control of the RSCM, including changes in taxation and exceptional surcharges imposed by suppliers.
- A deposit of 10% of the full fee is required on booking. Deposits are non-refundable (except in the event of the course being cancelled by the RSCM), and cover administration costs.
- The balance of the full fee is due 8 weeks before the start of the course. After this date, the RSCM reserves the right to re-allocate any places for which the fee has not been paid in full.
- In the event of cancellation by the applicant:
  - more than 8 weeks before the start of the course, amounts paid in advance, except for the deposit, will be refunded.
  - less than 8 weeks before the start of the course, no refund is available, unless the place can be reallocated (the RSCM will have incurred non-recoverable costs at this point).
- In the case of cancellation by the RSCM, fees paid will be refunded in full. No less than one month's notice will be given should the RSCM be forced to cancel the course.
- The RSCM cannot take responsibility for other costs incurred when the place is cancelled whether by the applicant or by the RSCM. For this reason, we strongly recommend that you take out your own travel insurance.
- The RSCM reserves the right to refuse an application without stating the reason.
- If a tutor or lecturer is absent, the RSCM will provide a suitable replacement.
- The RSCM reserves the right to alter other features of the course, including venues and facilities.
- The RSCM aims to meet all access and special dietary needs; please send details with your application.
- Any dependent adults must be assisted by a full-time carer paying the full fee. The RSCM is unable to accept responsibility for the supervision of dependent adults in the care of delegates.
- Pets are not allowed. It may be possible to accommodate assistance dogs if advised in advance.