



# Booking Form

Title: .....

Number of places required: .....

Surname: .....

Forename: .....

How did you hear of Whitney Jewellery School:

Address: .....

.....

.....

Next of Kin – or contact in case of emergency:

Postcode: .....

Additional information or other special dietary requirements:

Daytime telephone no:.....

Mobile telephone no: .....

Please state if you are a vegetarian: Yes  No

E-mail: .....

**All courses booked are subject to the terms and conditions overleaf.**

Please state any relevant experience or qualifications you have.

.....

I accept ALL terms and conditions of Whitney Jewellery School..... Yes

.....

I enclose a cheque to the value of £ .....

.....

Signature of applicant:.....

Course(s) and date(s) for which you are applying:

.....

Date: .....

Are you left or right handed: Right  Left

By signing this form the student or employer/employee give permission to be recorded during the course, using an internal cctv camera for the safety of both parties.

(This information will be held confidentially and will only be used by Whitney Jewellery School for correspondence and future marketing).

## Terms and conditions

### Services

Whitney Jewellery School agrees to provide courses or demonstrations as contained on the Enrolment Form on the date(s) agreed in consideration for the payment made.

### Enrolment

Please telephone to check availability and to make your reservation. The course fee must be paid in full and sent to Whitney Jewellery School with a completed Booking Form to secure your place within 5 days of booking. If bookings are made less than 21 Days before the course date cleared payment must be made at least 5 days before the course commences.

### Payment

Please make cheques payable to "Whitney Goldsmiths Ltd.", and posted to 134 Scawby Road, Scawby Brook, Brigg, N.Lincs, DN20 9LE. If you would like to pay by Visa phone 01652 654036. On clearance of your cheque, we will send you a letter of confirmation and directions. This will confirm the contract reached.

### Cancellations

Confirmation of a place on a course is by a completed application form together with a non refundable deposit of £100 for each booking .All course fees must be paid in full 21 days in advance of the course. If students book after 21 days prior to the course, where a space is still available, then payment in full is due immediately with the booking form. Fees are non refundable in the event of cancellation within 21 days of the commencement date of the course. If the named student is unable to attend for any reason, a substitution may attend with prior notice.

### Health and Safety

There will be a health and Safety briefing upon arrival at the school. This will explain the safe handling of the workshop tools and equipment. Wear appropriate clothing, no scarves or loose fitting shirt sleeves. Whitney Jewellery School accepts no liability for any personal injury to any student.

### Copyright

Diamond setting patterns and the Whitney Graver Guide attachment are the intellectual property of Whitney Goldsmiths Ltd. These designs cannot be copied in any form and any unauthorized reproduction without permission is strictly forbidden under this agreement.

### Property

Any property belonging to students is brought to Whitney Jewellery School at the student's own risk. No responsibility is accepted for any loss or damage to property of any student, nor is any responsibility accepted for any liability for any personal injury to any student, save as provided by law. However, students are expected to take reasonable steps to ensure their own safety.

### Conduct

Students are expected to conduct themselves in a courteous safety-conscious manner at all times. No foul language or misconduct will be tolerated at the school. Whitney Jewellery School accepts no liability for any personal injury to any student. By booking a course, you shall be deemed to consent to your being filmed on CCTV throughout the duration of your course.

### Smoking

The school is a non smoking area, but smoking is allowed in the patio area outside the school.

### Alterations

Whitney Jewellery School reserves the right, under unavoidable circumstances, to alter the timing or content of any course, or to cancel a course at any time. Students will be notified as soon as is practicable of any change and will be refunded the course fee in the unlikely event of a course being cancelled.

### Third Parties

A person who is not a party to this Agreement has no rights under The Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this agreement.

### Entire Understanding

This agreement embodies the entire understanding of the parties in respect of the matters contained or referred to in it and there are no promises, terms, conditions or obligations oral or written express or implied other than those contained in this agreement. Each of the parties irrevocably and unconditionally waives any right it may have to claim damages.