

Short Course Application Form

PERSONAL DETAILS

Mr/Mrs/Miss/Ms/Dr First Names Surname.....

Are you over the age of 18? YES/NO

Address.....

..... Postcode.....

Telephone.....Email.....

For workshop purposes:

Are you right or left handed? RIGHT/ LEFT

Height.....ft.....inches

If you are coming by car please give details of:

Make..... Model..... Registration number.....

Course Details

Course Title/s.....Start Date/s.....

Do you have any previous boat building or woodworking experience? If you do, please give details:

.....

Is there anything specific you would like to cover on the course? If yes please give details:

.....

Medical History (Please read our terms of business before completing this section)

Have you ever suffered any of the following: (Please ✓ any that apply)

Asthma Diabetes Epilepsy Heart Condition

Are you registered disabled? YES / NO

Have you any impairment or disability-related requirements? YES/NO

If yes please give brief details.....

Do you take any medication that could affect your safe operation of machinery or tools? YES/NO

If yes please give brief details.....

Do you have any impairment, mental or physical, that may affect your performance on the course? YES/NO

If yes please give brief details

Accommodation

Would you like to reserve a single room in the in-house accommodation?

Yes No

If yes, on what date will you arrive..... and what date will you depart.....

The charge for accommodation is £30.00 per night.

Please enclose payment for your accommodation with the course fee.

Payment Details

Cheque enclosed (made payable to *Boat Building Academy Ltd*) for the sum of

£.....

OR

Please debit my credit card: Switch Visa Mastercard

For the sum of £.....

Card number.....Start date..... Expiry date

Last three digits on reverse..... Issue No Name on Card

I have read, understood and agreed to the Boat Building Academy Short Course Terms of Business accompanying this application form

Signature Date

Please return your completed form to:

Yvonne Green
Boat Building Academy Ltd,
Lyme Regis Marine Centre,
Monmouth Beach,
Lyme Regis,
Dorset DT7 3JN

Lyme Regis Marine Centre	T +44(0) 1297 445545
Monmouth Beach	F +44(0) 1297 445559
Lyme Regis	E office@boatbuildingacademy.com
Dorset DT7 3JN	W www.boatbuildingacademy.com

Short Course Terms of Business

Medical History

We ask for this information in order to make any reasonable adjustments needed to ensure that any impairment or disability will not adversely affect a student's performance on or enjoyment of the course. In the event that, even after full exploration and implementation of possible fair and reasonable adjustments, the impairment of an applicant who has been offered a place on the course is considered incompatible with the content and demands of the course as delivered by the Boat Building Academy then the application to join the course will be refused. Any information given by applicants will be kept in the administration office in a filing cabinet to which only the Director and Administrator have access. While we will do our best to hold this information as confidential and deal with it sensitively we may, in certain circumstances, need to discuss the matter with members of staff relevant to training. However, information will not be disclosed to or discussed with anyone without good reason. The information will be kept no longer than necessary and then destroyed.

Safety

The safety of our people is a prime concern and we insist that all those who use our premises abide by Health and Safety rules. Only fully briefed and authorised persons may operate the machines. A list of authorised users is held. Normal industry accepted working practices should be followed when using hand tools.

Smoking

Smoking is not permitted within the Marine Centre's premises.

Equal opportunities

The Boat Building Academy is opposed to all forms of direct or indirect discrimination on the grounds of colour, religion/beliefs, learning needs, national group, ethnic, cultural or national origins, traveller, refugee or asylum seeker status, disability, age, marital status, family responsibility, gender, sexual orientation, social position, trade union activity, unrelated criminal convictions or other irrelevant criteria not justified in law.

Interviews

Interviews are not required for short courses but applicants are welcome to visit beforehand if they wish. The course fee should be forwarded with your application form to reserve a place on the course.

Payment details

Payments may be made by cheque (payable to Boat Building Academy Ltd), bank transfer, debit or credit card (VISA or MasterCard) without surcharge and should be forwarded to the BBA Administrator with the enclosed application form.

Cancellations

In the event of cancellation, your payment less a £50 fee per course will be refunded if we receive your cancellation at least one month before the course commences. If your notice of cancellation is received between 15 and 30 days prior to the course we will refund your fee less £50 on condition that the course is filled (it is deemed full when eight students are enrolled, with the exception of 'Modern Boat Building' 'Sail Making' and 'Chair Making' which are deemed full when six students are enrolled and 'Basic Woodworking' which is deemed full when ten students are enrolled). If you cancel 15 days or less before the course we cannot refund your money. In case of emergency or an insufficient number of students, the Boat Building Academy reserves the right to cancel a course and return fees. For this reason we advise students to buy refundable airline tickets or flight insurance as the Boat Building Academy will not be responsible for any loss on travel or accommodation costs.

Syllabus and Instructors

The course timetable and the content of the entire course in the prospectus will be followed as closely as practicable but variations may occur in order to ensure that the overall aims of the course are achieved. The advertised instructors may be changed.