

West Greenland Kayak Building Application Form

Personal Details

Mr/Mrs/Miss/Ms/Other First Names

Surname..... Date of birth...../...../.....(dd/mm/yy)

Address.....

.....

Postcode..... Telephone.....

Email.....

Course Details

Course Title/s.....

Start Date/s.....

Please circle your choice of kayak skin: Linen Canvas or Ballistic Nylon

Do you have any previous boat building, woodworking or paddling 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

Please turn overleaf...

Accommodation

Accommodation at Trill Farm includes tea and coffee and three meals a day primarily from food grown on the farm, organic as far as possible, and all home made. The food is mostly vegetarian, but they can offer beef, lamb, venison or rabbit from the farm on request.

Do you have any dietary requirements? (e.g. allergies/vegan/vegetarian).....
.....
.....

For a sample Trill Farm menu contact Gemma Stunt at the Boat Building Academy.

Arrival date and approximate time.....

Departure date.....

Car make and registration number.....

Payment Details

We ask that you send a 10% deposit to reserve your space. The remainder of the course fee is due one calendar month before the start of the course.

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

OR

Please debit my credit card: Switch Visa Mastercard

Card number

Start date Expiry date Last three digits on reverse.....

Issue No Name on Card

I have read and understood the Boat Building Academy West Greenland Kayak Building 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

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Monmouth Beach
Lyme Regis
Dorset DT7 3JN

T +44(0) 1297 445545
F +44(0) 1297 445559
E office@boatbuildingacademy.com
W www.boatbuildingacademy.com

West Greenland Kayak Building 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 on our courses 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 permitted within designated outdoor areas at Trill Farm. 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 the West Greenland Kayak Building course but applicants are welcome to visit beforehand if they wish. A 10% deposit of the course fee should be forwarded with your application form to reserve a place on the course.

Payment details

The applicant should forward a non-refundable payment of 10% of the fees to reserve their place. Confirmation of their place will then be sent to the student. Deposit 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 Admissions Secretary with the enclosed application form. The balance of the fees is due one calendar month before the course is scheduled to start.

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). 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.

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