



Boat Building Academy  
Lyme Regis

## Build your own West Greenland Kayak 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 dates 24<sup>th</sup> April – 4<sup>th</sup> May 2012

Course fee £1,700.00

Do you have any previous boat building, woodworking or paddling experience? If you do, 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

There are three accommodation options for those wishing to stay to at Trill Farm. Course participant's partners are welcome to stay (without joining the course) at the same rate. If you would like to arrange your own accommodation or food during the course, please let us know.

The **accommodation** is extremely comfortable and ecologically sound, with exterior cladding from Trill's own woods, undersource heating from a ground source heat pump and solar panels for hot water. The **campsite** facilities include a small open barn and courtyard providing storage, shelter, cooking space and a place to eat at tables. The rustic showers and sinks have solar heated water and they have composting toilets – to find out more please visit their website: [www.trillfarm.co.uk](http://www.trillfarm.co.uk)

**Shared en-suite room** £760.32  
**Single room** add £211.20 single supplement

**Camping** £443.52

All options include three meals a day primarily from food grown on the farm, organic as far as possible, and home made. The food is mostly vegetarian, but they can offer beef, lamb, venison or rabbit from the farm on request. Those staying at Trill Farm arrive Sunday 22 April in time for dinner and leave on Thursday 3 May after lunch.

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

For a sample Trill Farm menu contact Sara Buchanan at the Boat Building Academy.

## Payment Details

We ask that you send a 10% deposit of the course fee (£1,700.00) and accommodation cost to reserve your space. The remainder of the fees are 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

## 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 (for course and accommodation) 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 six 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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Monmouth Beach  
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