

## Booking Form - Short Course

Title of the course(s) you would like to join:

.....

Dates: From:..... To: ..... Fee: .....

### PERSONAL DETAILS

Mr/Mrs/Miss/Ms/Other:..... First Name(s): .....

Surname:..... Date of Birth: ..... (dd/mm/yy)

Address:.....

..... Postcode:.....

Tel:..... Email:.....

Are you right or left handed? RIGHT/ LEFT (Sail Making only)

Do you have any previous boat building, woodworking or course-related 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 on the reverse 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.....

Have you 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 room in-house?

Yes

No

(If 'yes', please complete an in-house accommodation booking form)

**I HAVE READ, UNDERSTOOD AND AGREE THE BOAT BUILDING ACADEMY SHORT COURSE TERMS OF BUSINESS ON THE REVERSE OF THIS FORM**

Signature .....

Name: ..... Date .....

Lyme Regis Marine Centre  
Monmouth Beach  
Lyme Regis  
Dorset DT7 3JN

✉ office@boatbuildingacademy.com  
☎ +44(0) 1297 445545  
🌐 www.boatbuildingacademy.com

## **Terms of Business - Boat Building Academy Short Courses**

### **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 a course. In the event that, even after full exploration and implementation of possible fair and reasonable adjustments, the impairment of an applicant 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 Principal and Administrators 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. 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 all those who use our premises must abide by Health and Safety rules and our Health and Safety policy. 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.

### **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.

### **Admissions**

The BBA reserves the right to refuse admission to anyone we consider unsuited to the course and also to discontinue tuition for anyone not prepared to abide by the Centre's safety rules or equality and diversity policy.

### **Smoking**

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

### **Fees**

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. Please return your payment with this completed application form and the payment details form which will be destroyed once your payment is taken.

### **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 'Woodworking Skills 4' which are deemed full when six students are enrolled and 'Woodworking Skills 1' which is deemed full when ten students are enrolled). If the course is not full we will not refund your fee. 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 programme 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.

### **Please return this completed application with your payment or payment details to:**

Administrator  
Boat Building Academy Ltd  
Monmouth Beach  
Lyme Regis  
Dorset DT7 3JN

## Accommodation Booking Form - **Short Course**

Lyme Regis Marine Centre, home to the Academy, has 12 single study bedrooms, a large fully equipped kitchen, a dining/sitting room with wood burning stove and an upstairs sitting room looking out to sea. There are no en-suite facilities, but accommodation is comfortable and reasonably priced at **£35.00 per night** to short course students.

Please state the number of nights you would like to book and the date on which you plan to arrive.

Number of nights required:..... Date of arrival:.....

Please note that if required, and subject to availability, additional nights can be booked at a later date.

Should our in-house accommodation be fully booked on receipt of your booking, we will refund your payment for accommodation in full.

Total accommodation fee: .....

**I HAVE READ, UNDERSTOOD AND AGREE THE BOAT BUILDING ACADEMY IN-HOUSE ACCOMMODATION TERMS OF BUSINESS ON THE REVERSE OF THIS FORM**

**Signature** .....

**Name:** ..... **Date** .....

## **Terms of Business - Boat Building Academy In-House Accommodation**

### **Safety**

The safety of our people is a prime concern and all those who use our premises must abide by Health and Safety rules and our Health and Safety policy.

### **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.

### **Admissions**

The BBA reserves the right to refuse admission to anyone we consider is not prepared to abide by the centre's safety rules or equality and diversity policy. The BBA reserves the right to ask anyone who has not adhered to the centre's safety rules and equality and diversity policy to leave the in-house accommodation.

### **Smoking**

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

### **Conduct**

Any illegal conduct within Marine Centre premises will be referred directly to the police.

### **Fees**

Your accommodation fee should be forwarded with your accommodation booking form to reserve a room. Should our in-house accommodation be fully booked on receipt of your booking, we will refund your payment for accommodation in full.

### **Payment details**

Payments may be made by cheque (payable to Boat Building Academy Ltd), bank transfer, debit or credit card. Please return your payment with this completed booking form.

### **Cancellations**

In the event of cancellation, payment received for in-house accommodation will be refunded in full. Please note that the cancellation terms of business regarding the short course fee differ. Please see Terms of Business – Boat Building Academy Short Courses, for details.

### **Please return this completed booking form with your payment or payment details to:**

Administrator  
Boat Building Academy Ltd  
Monmouth Beach  
Lyme Regis  
Dorset DT7 3JN

## Short Course Payment Details

Name of Student: .....

Course(s) attending:  
.....

Total fee for course(s): .....

Total fee for in-house accommodation: .....

**(Deduct 5% if booking more than one course)**

Total fee for course(s) and in-house accommodation: .....

*Our preferred method of payment is bank transfer*

### **BANK TRANSFER**

Our bank details:      Barclays Bank, Dorchester branch  
                                 Boat Building Academy Ltd  
**Account Number:** 83907619  
**Sort Code:** 20-26-62  
**IBAN:** GB10BARC20266283907619  
**Swift:** BARCGB22 (add 'XXX' if eleven digits needed)

Name of person/company that will be shown making the transfer:  
.....

Date bank transfer made: .....

### **CHEQUE**

Please make payable to *Boat Building Academy Ltd*

Name on cheque (if not that of student):  
.....

### **DEBIT/CREDIT CARD**

**Please note that due to security reasons we cannot accept payment by card via e-mail or by post, we will however be happy to process your payment over the telephone. Any booking form containing card details will be immediately destroyed.**

### **ACCOMMODATION**

*If you have reserved a room in the accommodation you will be invoiced monthly, in arrears, during the duration of the course*