

## 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

If you would like to book a room in-house, please contact the office for availability

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

Signature .....

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

## 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 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 you cancel 15 days or less before the course, we cannot refund your money. The Boat Building Academy reserves the right to cancel courses 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 Tutors

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 tutors may be changed.

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

✉ [office@boatbuildingacademy.com](mailto:office@boatbuildingacademy.com)

☎ +44(0) 1297 445545

🌐 [www.boatbuildingacademy.com](http://www.boatbuildingacademy.com)

### **Changes in Circumstances outside the Control of the Boat Building Academy**

If circumstances outside the control of the Academy require the BBA to revise the terms, content or delivery of courses from those set out; or discontinue, suspend, merge or combine options within courses; or introduce new options, the BBA will give you as much notice as possible.

These circumstances may include the lack of availability of key personnel without whom the BBA cannot provide its services; under-demand from students which would limit the student learning experience; changes in the requirements of a commissioning or accrediting body; other events such as the building and facilities being unusable; restrictions imposed due to epidemics or pandemics; government restrictions; civil unrest; severe weather; failure of essential public; private services.

If we are forced to postpone a whole course or part thereof, we will begin or continue the training as soon as we are able. In this situation, we are unable to offer refunds.

If an entire course is cancelled before its start date and you have made any payments in advance, the Academy will take steps to provide you with an alternative course or will refund those payments to you.

If part of a course is cancelled (after its start date) or changed (either before or after its start date), the Academy will take steps to mitigate the effects on the services it provides to you (which may include providing you with an alternative course).

The BBA also reserves its respective rights to cancel a course before that course starts in circumstances where: an insufficient number of applications, offers or acceptances mean that the student experience cannot be guaranteed; the course is no longer viable for academic, regulatory, legal, commercial, financial or other reasons.

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

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

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

 [office@boatbuildingacademy.com](mailto:office@boatbuildingacademy.com)

 +44(0) 1297 445545

 [www.boatbuildingacademy.com](http://www.boatbuildingacademy.com)

## 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)**

*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: .....

### **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.**

### **CHEQUE**

Please make payable to *Boat Building Academy Ltd*

Name on cheque (if not that of student):

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