# WSET® Level 1 Award in Spirits Booking Form

WSE wine school of excellence

**PLEASE COMPLETE USING BLOCK CAPITAL LETTERS**

Please ensure that you read the following conditions and complete all the sections on the Course Booking Form where applicable.
**Send the completed form to**: Course Administrator, Wine School of Excellence, 85 Middlethorpe Grove, York YO24 1JX.

## SECTION 1 YOUR DETAILS

Name: Surname:

Company (if applic): Position:

Address:

Post Code:

Telephone Number (daytime): Email:

Your details may be used by us to keep you informed of the course on which you have registered. We never pass our customer's details on to other parties.
We send information via email, therefore, please ensure you have entered your email address.

We like to keep students in touch with developments and events run by Wine School of Excellence. If you wish to receive this information, please tick this box ☐

## SECTION 2 THE COURSE

Please tick the required course of your choosing:

| X | Level 1 Award in Spirits | Course Start Date: | Location: |
|---|---|---|---|

## SECTION 3 STUDENT DETAILS

| Name: | Email: | Tel. No. |
|---|---|---|
| Name: | Email: | Tel. No. |
| Name: | Email: | Tel. No. |
| Name: | Email: | Tel. No. |
| Name: | Email: | Tel. No. |
| Name: | Email: | Tel. No. |

## SECTION 4 BOOKING TERMS ANDCONDITIONS

**Full payment** must accompany the booking form as we do not accept provisional bookings and places will only be confirmed once payment is received. Bookings will only be accepted on valid booking forms with a fully completed and signed declaration. **Payment methods**: cheque, BACS transfer or debit/credit cards.

**Cancellations** of confirmed places are accepted if notification is received in writing up to 12 working days prior to the start of the course. An administration fee of £60.00 plus vat per student will be deducted. The remainder of the course fee(s) refunded to the payee. No refund of the course fees will be made for cancellations notified within 12 working days prior to the start of the course or once the course has begun.

Course fees will be refunded in full if the Wine School of Excellence changes a course date or cancels a course if enrolments do not reach the required minimum numbers – notification will be made in the 12 working days prior to the planned start date of the course.

**Transfers** of a confirmed booking either to another identical course or applicant can be made if notification is received in writing up to 12 working days before the course start date on payment of a £35.00 administration fee plus vat per student. Within 12 working days prior to the start of the course, no refund or transfer of the course fees will be made. *Please note *all transfers are subject to availability on alternative course/examination dates.*

Examination dates are fixed to the course onto which you book and any transfer to an alternative date will incur an administration fee of £35.00 plus vat per student.

*All transfer requests must be made in writing or by email (courses@wineschoolofexcellence.co.uk) at least 12 working days before the original examination date.

**Special examination condition** requirements due to dyslexia or other medical reasons must be notified prior to the start of the course and supported by a doctor's certificate or similar document.

**Under 18.** Students and candidates under the legal minimum age for the retail purchase of alcoholic beverages will NOT be permitted to sample any alcoholic beverages as part of their course. This is NOT, however, a barrier for successfully completing this qualification.

**All bookings are processed on the understanding and basis that you have read and agreed to the booking terms and conditions.**

## SECTION 5 PAYMENT

£150.00 plus vat per student

☐ Cheque enclosed (should be crossed and made payable to Cleverdotsolutions Limited)

☐ BACS transfer. This should be made to Barclays Bank plc, PO Box No 24, YORK. YO1 8XD. A/C Name: **cleverdotsolutions limited**, sort code 20-99-56 & A/C No. 20796778. Please ensure the student's name and course title/date is quoted in the reference.

☐ Switch/Visa/Mastercard Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

3 Digit Security Code: ☐☐☐

Start Date: Expiry Date: Total Amt: £

## SECTION 6 DECLARATION

I have read and understood the Booking Terms and Conditions above in particular the policy on cancellation, refunds and transfers. I understand that all Wine School of Excellence courses are subject to minimum numbers and that Wine School of Excellence reserves the right to change tutors, reschedule, cancel, close or combine courses if necessary. I understand that all students are required to present authorised photographic identification at all examinations and may be refused entry to an examination if not produced.

Signed: Print Name: Dated:

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