

# Application Form

Professional Course

2012-2013



**PLEASE USE BLOCK CAPITALS**

<b>PROFESSIONAL COURSE?</b>				
<b>Tick</b>	<b>Course Description</b>	<b>Course Dates</b>	<b>Duration</b>	<b>Cost</b>
<input type="checkbox"/>	9 Month Professional	17 <sup>th</sup> Sep 2012-12 <sup>th</sup> Jul 2013	33 weeks	£13,950
<input type="checkbox"/>	6 Month Professional	17 <sup>th</sup> Sep 2012-28 <sup>th</sup> Mar 2013	22 weeks	£9,950
<input type="checkbox"/>	3 Month Professional	17 <sup>th</sup> Sep 2012-30 <sup>th</sup> Nov 2012	11 weeks	£5,950

## Section 1: PERSONAL DETAILS

<b>Mr/Mrs/Miss/Ms/Title</b>	
<b>Full Name</b>	
<b>Permanent Address</b>	
<b>Post Code/Zip Code</b>	
<b>Country</b>	
<b>Telephone No</b> (Including Country Code)	
<b>Mobile/Cell</b> (Including Country Code)	
<b>Email Address</b>	
<b>Date of Birth</b>	
<b>Nationality</b>	
<b>Please give details of any medical conditions of which the school should be aware</b>	

*International applicants only- please complete the following Section*

<b>Country of Birth</b>	
<b>Nationality</b>	
<b>Country of Domicile</b>	

## Section 2: CONTACT DETAILS

*Please complete the following Section if details different from those given in Section 1*

<b>Contact Address</b>	
<b>Post Code/Zip Code</b>	
<b>Country</b>	
<b>Telephone No</b> (Including Country Code)	
<b>Mobile/Cell</b> (Including Country Code)	
<b>Email Address</b>	

### Section 3: FURTHER INFORMATION

Do please tell us about yourself, any past experience and your aims. Feel free to attach additional pages

### Section 4: REFERENCES *for completion by International applicants only*

*Please provide names and contact details of 2 referees*

#### REFEREE 1

Name

Telephone No (Including Country Code)

Email Address

#### REFEREE 2

Name

Telephone No (Including Country Code)

Email Address

### Banker's Letter *for completion by International applicants only*

*Please attach a Banker's Letter to this application, confirming that you have sufficient funding to finance your course and living expenses*

### Section 5: DECLARATION

***I confirm that to the best of my knowledge, the information given on this form is correct and that I agree to the Terms and Conditions set out overleaf. I also confirm that I will be over the age of 18 at the start of the course***

Signature of applicant

Date

 **PLEASE POST THIS FORM TO:**

**Peter Sefton Furniture School Ltd  
The Threshing Barn, Welland Road  
Upton Upon Severn  
Worcester, Worcestershire  
WR8 0SN  
United Kingdom**

 **or EMAIL THE SIGNED FORM TO:**

**sarah@peterseftonfurnitureschool.com**

**Don't forget - have you ...**

**Signed the form?**

**Enclosed a cheque made payable to "Peter Sefton Furniture School Ltd" or arranged electronic transfer of the funds? (A payment schedule is detailed overleaf)**

## TERMS AND CONDITIONS

### 1. The Course

**1.1** The School reserves the right to change the content of any course and to substitute any tutor/lecturer at any time

**1.2** Places on a course are not transferable

### 2. Payment of Course Fees

**2.1** Following acceptance of your course application by the School, you will be contractually bound to pay the full amount of the School's fees (including all instalments) as follows:

#### 9 Month Course

Deposit	£1,000	Due when booking
2 <sup>nd</sup> Payment	£7,000	Due by 6 <sup>th</sup> August 2012
Final Payment	£5,950	Due by 14 <sup>th</sup> January 2013

#### 6 Month Course

Deposit	£1,000	Due when booking
2 <sup>nd</sup> Payment	£4,950	Due by 6 <sup>th</sup> August 2012
Final Payment	£4,000	Due by 14 <sup>th</sup> January 2013

#### 3 Month Course

Deposit	£1,000	Due when booking
2 <sup>nd</sup> Payment	£4,950	Due by 6 <sup>th</sup> August 2012

The above fees are fixed for students paying in advance. Students booking on the 3 or 6 month course who later wish to extend their course to 6 or 9 months will pay £4,500 for each term.

**2.2** Where any fee or part of a fee remains unpaid 14 days after the due date, the School reserves the right to; stop supplying any course materials and tuition to you, and/or demand payment in full of any outstanding fees and instalments

**2.3** If you pay by electronic bank transfer, you must ensure that the School receives the full amount after any bank charges that are payable. Our bank account details are:

**Account Name:** PETER SEFTON FURNITURE SCHOOL LIMITED  
**Account No:** 41831682      **Sort Code:** 40-31-09 **Bank Name:** HSBC Bank plc

### 3. Refunds and Cancellations

**3.1** No refund will be made if you subsequently decide to cease studying

**3.2** Non payment of any outstanding balances of course fees does not constitute cancellation

**3.3** If you need to cancel your course booking, please do so in writing as soon as possible; any deposits are non-refundable. If you cancel more than 6 weeks before the start of the course and do not opt to transfer to another course, any fees paid over and above the deposit will be refunded

**3.4** If you cancel less than 6 weeks before the start of the course, no refund is payable

**3.5** If Peter Sefton Furniture School needs to cancel a course at short notice, they reserve the right to do so and will notify you as soon as possible. If the course has not started, you can either opt to transfer to another equivalent course (subject to availability) or have a full refund immediately. If the course has started, course transfers and fee refunds would be given on a pro-rata basis