

Application Form

Professional Course

2017-2018

PLEASE USE BLOCK CAPITALS



PROFESSIONAL COURSE?				
Tick	Course Description	Course Dates	Duration	Cost
<input type="checkbox"/>	9 Month Professional	11 th Sep 2017-13 th Jul 2018	35 weeks	£14,950
<input type="checkbox"/>	6 Month Professional	11 th Sep 2017-30 th Mar 2018	24 weeks	£11,900
<input type="checkbox"/>	3 Month Professional	11 th Sep 2017-8 th Dec 2017	12 weeks	£7,100

Section 1: PERSONAL DETAILS

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

International applicants only- please complete the following Section

Country of Birth	
Nationality	
Country of Domicile	

Section 2: CONTACT DETAILS

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

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

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
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?

Arranged payment of either the deposit or full course fee(s) by:

**Bank Transfer to Account Name: PETER SEFTON FURNITURE SCHOOL
Account No: 82816172 Sort Code: 40-47-17 Bank Name: HSBC**

Debit or Credit Card (Please call Sarah on 01684 591014 to make payment by card over the phone)

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 | £2,750 | Due when booking |
| 2 nd Payment | £7,500 | Due by 31 st July 2017 |
| Final Payment | £4,700 | Due by 2 nd January 2018 |
- | 6 Month Course | | |
|-------------------------|--------|-------------------------------------|
| Deposit | £2,750 | Due when booking |
| 2 nd Payment | £5,500 | Due by 31 st July 2017 |
| Final Payment | £3,650 | Due by 2 nd January 2018 |
- | 3 Month Course | | |
|-------------------------|--------|-----------------------------------|
| Deposit | £2,750 | Due when booking |
| 2 nd Payment | £4,350 | Due by 31 st July 2017 |
- 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 £5,250 for each additional 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** Payment can be made by debit card or credit card (however it incurs a 2.5% transaction charge), or by bank transfer – sorry we no longer accept cheques. If you pay by electronic bank transfer, please 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
Account No: 82816172 **Sort Code:** 40-47-17 **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