

Course and Venue being booked:	
Name of Child:	
Name of Parent:	
Address:	
Home Telephone:	
Mobile Telephone:	
Emergency Contact Number During Course:	
Email:	
Child's Date of Birth:	
School Attended:	
Instrument to be Played on Course:	
Last Grade Taken (and approximate standard if different):	
Name of Teacher:	
Other Instruments Played/Grades taken	
Residential <input type="checkbox"/>	Or Day <input type="checkbox"/>
If residential, does your child wish to share a room?	Yes / No / Doesn't Mind
Does your child have any special requirements we should be aware of?	
I have read and agree to the Booking Terms and Conditions (overleaf)	
<input type="checkbox"/>	
I have made a bank transfer of £ to The Brass Academy Ltd Sort code: 20-92-54; Account number: 63741540 OR I enclose a cheque for £ made payable to The Brass Academy Ltd (please delete as applicable)	
Please tick if you would like a Brass Academy Hoodie, and add £25 to your cheque / bank transfer. We will request colour and size details from you a month or two before the course.	<input type="checkbox"/>
We take photos during our courses and post them on social media so that parents can see what is going on during the week. We also use a handful of the photos taken to illustrate our website. We will take your booking as consent to do this, but if you do <u>NOT</u> want photos of your child used in this way, then please tick this box.	<input type="checkbox"/>
Signed:	Date:

**Please return this form and your cheque to our office address:
The Brass Academy, Abbotshay Cottage, Tanyard Lane, Ayot St Lawrence, Herts AL6 9BS**

Please use this page for additional children in your family being booked onto the same course.
Please copy this page if you wish to book more than one additional child.

Name of Child:	
Child's Date of Birth:	
School Attended:	
Instrument to be Played on Course:	
Last Grade Taken (and approximate standard if different):	
Name of teacher:	
Other Instruments Played/Grades Taken:	
Residential <input type="checkbox"/>	or Day <input type="checkbox"/>
If residential, does your child wish to share a room?	Yes / No / Doesn't Mind
Does your child have any special requirements we should be aware of?	

Booking Terms & Conditions

By booking yourself, or your child, a place on a course provided by The Brass Academy, you agree to the following Terms and Conditions:

The Brass Academy reserves the right to cancel any course. We have never had to do this: but in the unlikely event of this happening, a full refund will be given in full and final settlement. No money will be paid for any consequential loss, and you may want to take out insurance against this.

You have the right to cancel within seven days of your original booking at no cost. Should you wish to do so please contact Ann Wight, Course Director, at ann@brass-academy.co.uk. If you cancel your booking over 12 weeks before the start of the course, a 50% refund will be returned to you. If you cancel between 8 and 12 weeks before the start of the course, a 30% refund will be made. If you cancel within 8 weeks of the start of the course will not be entitled to any refund. You may wish to take out insurance against this.

For the avoidance of doubt, refunds cannot be made after a course has started. If you have any concerns during a course, please contact the Course Director so that we can do our best to sort out any issues.

Participants on a course are expected to behave well while on the course and with respect and due care for others. A child whose behaviour is antisocial, disruptive or dangerous may be asked to leave and no refund will be owing or given.

Data Protection and Privacy Notice: We hold the data you provide to us when booking on our computer to enable us to communicate with you about your booking and your child's attendance on our courses, and to enable us to look after your child while they are with us. We use your postal and email addresses to send you our marketing material a maximum of four times a year: if you do not wish us to do this, please just let us know and we will stop straight away. The data remains on our system, specifically in the Excel spreadsheet we create for each of our courses, for an indefinite period of time: if at any time you want it removed permanently from our system, please let us know and we will do this straight away. **We never share any of the information you give us with anyone outside the Brass Academy.** By consenting to these Booking Terms and Conditions you are giving us permission to process your data specifically for the purposes referred to above.

**Please return this form, together with your cheque, to our office address:
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