



Wine Academy

Course Enrolment Form

It is recommended that you read the Course Specification prior to signing. These can be found at:

<http://www.wsetglobal.com/qualifications/>

Please ensure that you read the terms & conditions below and completed all sections on the booking form where applicable.

Email the completed form to: wineacademy@pipeofport.co.uk or send to the address below.

I wish to enrol on following Pipe of Port Wine Academy Course:

- WSET® Level 1 Award in Wines course. (£175)
 WSET® Level 2 Award in Wines and Spirits course. (£385)
 WSET® Level 3 Award in Wines course. (£685)

Course start date

YOUR DETAILS – please print clearly in block capitals

(these will be registered with WSET Awards)

First Name(s)	<input type="text"/>
Title and Surname	<input type="text"/>
Date of Birth (required for exam booking)	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Post Code	<input type="text"/>
Email	<input type="text"/>
Telephone No. (daytime/evening)	<input type="text"/>
Employer & Position (trade only)	<input type="text"/>
Have you previously enrolled on a WSET course?	<input type="text"/>
If yes, which school & what year?	<input type="text"/>
Where did you hear about this course?	<input type="text"/>

Please pay the appropriate full fee as follows:

Bank details: Barclays Bank. Account Name – Day Liddell Ltd

Sort Code - 207405 Account Number - 33699226 Reference – “Your name”

The Pipe of Port Wine Academy, 84 High Street, Southend-on-Sea, SS1 1JN

Telephone: (01702) 614606

Email: wineacademy@pipeofport.co.uk

TERMS & CONDITIONS

1. Course enrolment will only take place once the correct fees are paid.
2. Full payment must accompany the booking form - we do not accept provisional bookings and places will only be confirmed once payment is received.
3. Bookings will only be accepted via this Course Booking Form or the Online Booking Form, where the student has signed the declaration below or ticked the relevant box.
4. Cancellations of confirmed places are accepted up to ten working days prior to the start of the course. An administration fee of £25.00 plus the full cost of the study materials supplied will be deducted and the remainder of the course fee refunded to the payee.
5. If a confirmed course booking is cancelled during the ten working days prior to the start of the course, or at any time after the start of the course, no refund or transfer of the course fees will be made.
6. Transfers of a confirmed booking either to another course or applicant can be made up to ten working days before the course start date on payment of a £25.00 admin fee plus the cost of any additional study materials which may be applicable. This is valid from one calendar year of the original booking.
7. Examination dates are fixed to the course that you have booked, and any transfer to an alternative date will incur an administration fee of £25.00. All transfer requests must be made in writing or by email at least ten working days before the original examination date.
8. Course fees will be refunded in full if The Pipe of Port Wine Academy changes a course date or cancels if enrolments do not reach the required minimum numbers – notification will be made with as much notice as possible prior to the planned start date of the course.
9. Failure to attend booked examinations will result in the student being liable to subsequent examination fees. Re-sit examinations are not included in the fee.
10. Students requiring special examination conditions must submit their request before starting the course. Such requests must be supported by a doctor’s certificate or similar document.
11. By signing and emailing this form you are confirming that you have read and understand all of the above terms & conditions.

Student's Declaration

I have read and understood the terms & conditions and policy on cancellations, refunds and transfers above. I understand that all Pipe of Port Wine Academy Wine Courses are subject to minimum numbers and we reserve the right to change tutors, reschedule, cancel, close or combine courses if necessary. I understand that I am required to present an authorised photographic identification at all examinations and may be refused entry to an examination if not produced.

Signature

Date