



Embroiderers' Guild

BOOKING FORM

CITY & GUILDS LEVEL 1 CERTIFICATE IN DESIGN & CRAFT MACHINE EMBROIDERY

Tutor: Pam Watts
 Date: Monday 13 July – Friday 17 July 2009
 Time: 10.00am – 4.30pm each day
 Fee: £220.00

Please complete your details below

NAME DATE OF BIRTH
 ADDRESS

 POSTCODE
 TELEPHONE EMAIL

C&G CANDIDATE ENROLMENT NUMBER (please complete this if you already have a C&G enrolment number)

DESIGN FOR CRAFT UNIT 099 – please tick if you have achieved this unit
 PARTICULAR ASSESSMENT REQUIREMENTS

PAYMENT

I enclose a cheque for £ (made payable to **Embroiderers' Guild**)
 Or please debit my Visa/Mastercard/Maestro/VisaDelta (please circle)
 Card number
 Start date Expiry date Issue number
 3 digits card security number (the last three numbers on the signature strip on the reverse of the card)
 Card holder's signature Date
 Card holder's name (printed)
 Where/how did you hear about the course?.....

A non-refundable deposit of 20% (£44) of the course fee is required in order to secure your place on the course. Please send a SAE if a receipt for your booking is required. Full details and a materials list will be sent approximately 4 weeks prior to the start of the course which confirms that the event is taking place. The balance (£176) is due 35 days before the course date (ie by 8 June 2009). No refunds are available for cancellations made less than 28 days before the start of the course or once the course has commenced. For cancellations made between 28 and 34 days before the course starts, a refund (less the 20% deposit) will only be made if your place can be filled by another student by the 28th day prior to the start date. The Embroiderers' Guild reserves the right to cancel a workshop if it becomes necessary to do so, in which case fees will be refunded in full to those students registered for the course. In the unlikely event of a tutor being unable to take a workshop, the Embroiderers' Guild reserves the right to find a replacement.

Please return this form to Annie Franz:
 Embroiderers' Guild, Apt 41 Hampton Court Palace, Surrey KT8 9AU

Data Protection Policy

Thank you for your interest in the Embroiderers' Guild, in order to keep you up to date we would like, from time to time, to send you information from the Guild about our activities and services. We would also like to inform you about activities and services of other organisations that we believe will also be of interest to you.

Please note that we will never make your name and address available to these or any other organisations.

If you do **not** wish the Embroiderers' Guild to send you information about the activities and services of the Guild and of carefully selected organisations that the Guild believes will be of interest to you, tick the box

To enrol you on your City & Guilds course with the Guild, and to register you with City & Guilds we are required to forward to City & Guilds the information you have given to us on your enrolment form (excluding your address which we do **not** give out to third parties), and gender.

City & Guilds may use your personal data so as to enable them to:

- Fulfil their contractual obligations to you eg by providing you with an examination certificate
- Carry out statistical analysis
- Pass information to their regulatory bodies for the following purposes (1) to account for candidates where there is a requirement to do so or (2) where there is a requirement for such bodies to contact a candidate and the information is not readily accessible by other means
- Disclose your personal details to third parties for the purposes of providing prizes, remuneration and awards for candidates

City & Guilds may also transfer your personal information outside the European Economic Area, but City & Guilds will use all reasonable efforts to ensure that any such transferred information is given the same protection and levels of security as if it were being processed within the UK.

Signed Print name

Date