

Booking Form

Please complete the form and return it with a deposit
or the full sum to Uppingham Summer School,
Balmaghie, 25 High Street West, Uppingham, Rutland LE15 9QB

For office use only:
Date received
Amount paid

Section 1 Booking Contact (i.e. an adult responsible for payment to whom all correspondence will be sent)

Title Forename Family Name
Address Postcode
Tel: Home Work Mobile Fax
Email address
May we send confirmation, final details and other communications by email? Yes No

Section 2 Course Attendee(s) (this may be the same person as above or may be, for example, a child whose parent(s) is the booking contact)

Attendees Name(s) (Note 1)	Sex M/F	Age	Course	Course Dates	Course Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes

1. Please give forename, followed by family name - if attendee wants a different name on their name badge please include this in brackets between forename and family name
2. For Music courses, CTP and sports courses, please also complete Section 4 below

Section 3 Accommodation (see General Information and Booking Conditions on P15)

Accommodation

Children attending courses residentially are invited to check in on Sunday evening prior to the course starting. Full details with joining instructions. If they have friend(s) or family of the same sex attending the same week with whom they wish to share a room or be roomed near, please give friends name(s)

NB We always try to satisfy requests for friends to be near each other but need to know at this stage as it is not generally possible to change once rooming lists have been done.

Section 4 Additional information for attendees

Music Course Attendee (see page 4-7)	Instrument	Grade	School currently attended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sports Course Attendee (see page 21-23)	Ability	Experience
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Creative Technologies Powerhouse Attendee	Selected pathway – 3D Design or Artificial Intelligence
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Section 5 Payment

Full payment required with booking for courses costing less than £250. A 10% discount will apply on bookings for children's full week residential courses (except for Festival of Sport) if full payment is made at the time of booking and before 31st March 2012. Otherwise a deposit of £50 is required with balance due by 30 June. Please ensure your credit card is valid on this date as final payment will automatically be debited. Cheques should be made payable to 'Uppingham School'.

I enclose DEPOSIT ONLY or FULL PAYMENT of £ *(see below) by CHEQUE CREDIT CARD (tick as appropriate)

Credit card number Start date (if applic)

Expiry date Issue No (if applic) Last 3 digits of security code on signature strip

Signature

I confirm I have read and understood the conditions set out in this brochure and agree to abide by them

Signature

Date

*PLEASE NOTE The Early Payment Discount is available on children's full week residential courses (see details on page 25)

General Information, Terms & Conditions

Catering – Non-residential students

During breaks we provide coffee/tea for adults and squash for children. Children attending full day courses should bring a packed lunch to be eaten in a supervised area during the lunch break. Adults may eat in one of the many cafes or restaurants in town or bring a packed lunch.

Payment and Cancellation

1. Payment can be made by cheque, credit card or by direct bank transfer. Please contact Uppingham Summer School for details if you wish to pay by bank transfer. Cheques should be made payable to 'Uppingham School'.
2. For courses costing £250 or less, payment is required in full at the time of booking.
3. An early booking discount of 10% will apply to bookings for children's residential courses (excluding Festival of Sport) made before 31st March, 2012, provided FULL payment is received at the time of booking.
4. Otherwise, places on courses costing £250 or more (children's residential courses) can be secured by payment of a deposit of £50, with the balance payable by 30th June. Credit cards used for deposit payments will automatically be debited with the balance due on this date, so please ensure it will still be valid.
5. Places on any Summer School courses are not guaranteed until confirmed in writing by Uppingham Summer School.
6. A cancellation is only effective when notification is received in writing by Uppingham Summer School. The following cancellation charges will apply:-
 - Cancellation more than 90 days before course start – full refund
 - Cancellation less than 90 days but more than 30 days from course start – administration charge of £50 will be levied.
 - Cancellation 30 days or less from course start – full sum due

General

1. Uppingham Summer School reserves the right to cancel a course if numbers enrolled have not reached a minimum requirement which varies from course to course.
2. The Summer School reserves the right to change advertised tutors/coaches and amend the programme where it is found to be unavoidable or in the best interests of the students.
3. Uppingham Summer School reserves the right to exclude any student if, in our view, the student's presence makes it difficult for the course to function properly.

4. Uppingham Summer School will not accept responsibility for any loss of enjoyment due to adverse weather conditions, industrial disputes or any other cause beyond the control of Uppingham Summer School. Although we aim to offer a wet weather alternative, this cannot always be guaranteed.
5. Where any student or parent/guardian has any concern or complaint about any course or any aspect of the course, he/she should address the matter immediately in writing to the Uppingham School Enterprise Manager. Our aim is to ensure courses fulfil expectations as far as possible, and we would always wish to rectify any issues raised. We regret we are unable offer any recompense for complaints not brought the attention of the Enterprise Manager at the time.
6. Full details of your course, including a list of any materials that may be required, will be sent to you 1 month before the start of the course.
7. Uppingham Summer School or a representative may photograph courses and participants. Photographs will be used for marketing and promotional activities such as the Summer School brochure, advertising, website and on social networking websites. By agreeing to the terms and conditions, consent will be presumed unless Uppingham Summer School is notified in writing in advance of you or your child attending the course.
8. Smoking is not permitted in any of Uppingham School's buildings.

Parental Consent Forms

Parents/guardians booking places for children on courses will be sent an Uppingham Summer School Parental Consent Form for each child attending. This must be completed and returned PRIOR to arrival and should include emergency contact details for all children and young people under the age of eighteen. Forms will be sent with confirmation to parents/guardians booking by post and will be available to download from the Uppingham Summer School website www.uppinghamsummerschool.co.uk for those booking online. Please note that children may not attend any course unless a Parental Consent Form has been received by Uppingham Summer School before arrival.

10% Early Booking Discount

An early booking discount of 10% will apply to bookings for children's residential courses (excluding Festival of Sport) made before 31st March, 2012, provided FULL payment is received at the time of booking.