sea watch FOUNDATION

Booking Form

Surveying Whales and Dolphins Course

Please use separate forms for each participant (photocopies accepted)

Course	Venue	Date	Price *(including discounts)*

Personal Details *(please print clearly)*

Title: First name: Surname:

Address:

Postcode:

Email:

Telephone:

Emergency contact and number:

Payment

Please send a cheque payable to the Sea Watch Foundation with this completed form

Total amount payable:

Signature: Date:

Charges and discounts

Self-paying individuals: £120 Intro, £170 Extended

Organisations/staff: £150 Intro, £200 Extended

£10 discount for SWF members, unwaged & charities (discounts can be added together)

Booking Terms and conditions

The Sea Watch Foundation takes great care to ensure that all courses it runs are well researched and venues and accommodation are reputable. The SWF, however, has no control over these facilities and is not responsible for any problems that should occur. Personal insurance for personal equipment, belongings and money is the responsibility of those booking and we accept no liability for loss or damage to participants' personal belongings.

Booking confirmation

Bookings can be made on the form provided and sent by post or fax. Bookings may also be made over the phone. Places may not be reserved and payment should be in full.

Cancellation

If it is necessary for you to cancel your booking for whatever reason, please inform The SWF as soon as possible in writing. Cancellation is effective from the date your letter is received at our office and may be subject to cancellation charges as follows: In the case of all cancellations an administration charge of 25% of the booking fee or £10 minimum will be made to cover administration costs. For cancellations made up to 6 weeks before the start of the course a refund will be issued minus the cancellation charge.

No refund will be made for bookings cancelled less than 6 weeks before the course or for non attendance on the day except in exceptional circumstances and then only at the discretion of The SWF.

Transfer

If you wish to transfer to a different date after you have booked, then provided The SWF is notified 6 weeks before the start of the course you will be subject only to the administration charge (as above).

Cancellation of events

Occasionally, it may be necessary to cancel or modify a course, in these circumstances, participants will be informed as soon as is possible and all participants will be offered a full refund or the chance to transfer to an alternative date.

Please send completed form to: The Sea Watch Foundation (Training Courses) Paragon House, Wellington Place, New Quay SA45 9NR, Tel: 01545 561227

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