

SORE FINGERS SUMMER SCHOOLS BOOKING FORM

Please read guidance notes before completing your form, use Block capital letters and submit one form per person per booking.

Sore Fingers Week Mon 22 nd April to Fri 26 th April 2019					
Arrivals from 3pm Sun 21 st Departure Sat 27 th by 10am At Kingham Hill School, Chipping Norton, Oxon, OX7 6TH					
Name:					
Use lines to enter your Full Address & Post Code				Phone:	
				Mobile:	
				Email:	
				Other:	
Female <input type="checkbox"/>	Male <input type="checkbox"/>	AGE specification is mandatory for School House/Room Allocation:----->		Car Reg. No:	
1 st choice COURSE:				1 st choice TUTOR:	
Alternative Course:				Alternative Tutor:	
FOOD: If your diet is NOT "Normal Omnivorous" Please indicate below: Vegetarian <input type="checkbox"/> Other <input type="checkbox"/> - Please give details:					
It is important to note there are no food preparation, cooking or refrigeration facilities for food in dormitory houses. Consequently, at Least TWO MEALS must accompany all school Dormitory House accommodation bookings. The meals are pre-ordered and cannot be purchased individually after arrival on site. Please choose a permutation from the options below: If you do not chose full board please remember to plan " dry snacks " accordingly to bridge the gap between meals. There is a Tuck Shop and Tutor Merchandise shop open during coffee breaks					
Accommodation (VAT Inclusive) - Insert Chosen Accommodation Amounts in the right hand £ Column.					
Accom. Opt's:	Dormitory <input type="checkbox"/>	Low Bed <input type="checkbox"/>	Bring Own Cara/M.Home/Tlr Tent <input type="checkbox"/>	Bring Own Tent <input type="checkbox"/>	Off Site <input type="checkbox"/>
Single/Twin Rooms & Low Beds - Limited Availability PLEASE DON'T REQUEST ONE IF NOT REALLY NEEDED			ALL SINGLES FULLY BOOKED ALL TWINS FULLY BOOKED		
LIMITED AVAILABILITY Single/Twin Rooms (see T's & C's 5) attract a £45.00 surcharge per person added to the shared dormitory price. Shared Dormitory only will be allocated with a refund if no single/twin rooms are available.					£
SHARED DORMITORY FULL BOARD (Breakfast, Lunch & Evening Meal)			£272.00 per person: ----->	£	
SHARED DORMITORY only including EVENING MEAL and LUNCH			£217.00 per person: ----->	£	
SHARED DORMITORY only including EVENING MEAL and BREAKFAST			£218.00 per person: ----->	£	
Own Caravan/Motor-Home/Trailer Tent for the 6 nights Sunday to Friday			£60.00 per person: ----->	£	
Own Tent Camping: for the 6 nights Sunday to Friday			£21.60 per person: ----->	£	
Off Site, Own Tent or Cara/M.Home/T Tent NOT wishing to SELF CATER can order meals per week as follows: 6 x Breakfast: £42.00 <input type="checkbox"/> - 5 x Lunch: £43.00 <input type="checkbox"/> - 6 x Dinner: £68.00 <input type="checkbox"/> (add up & insert Total): ----->					£
Campus Charge applicable to all bookings: ----->					£ 55.00
Course Fee: ----->					£ 325.00
Full payment is now due (see T's & C's Section 15 for payment options)			TOTAL (Course fee + accommodation) (add £ Column): -->		£
			***Full Payment: ----->		£
Please enter names of those sharing your accommodation room, caravan or tent.					
Signature & Date: (Typed signature is acceptable if form is attached to an Email)					
Preferred method of payment is by Credit/Debit Card (Not AMEX) or Bank Transfer. See T&Cs Section 16 for Bank Details or please give details of a card matching your name/signature.					
Card Number					
Expiry date			Security Code:		

Guidance Notes - Terms and Conditions

1. This form can be downloaded from the SFSS website at www.sorefingers.co.uk and filled in on your computer using Microsoft Word. It is also available in "pdf" format and can be opened and printed using Adobe Acrobat reader. Please key in or write clearly when filling in your form and please use a separate form for each applicant. You may reprint or photocopy this original to obtain extra copies.
2. If you are completing the form in MS Word: To update the "check Boxes": please place the cursor to the immediate left of the chosen box and Right Click. Select "Properties" from the drop down box and Left Click "Checked" in the default values section. Please try to avoid making the form spill over onto two pages.
3. Age Specification is required for School House and Dormitory allocation to facilitate compatible age grouping within the various houses and rooms.
4. Please provide an alternative when indicating your choice of course. If your first choice of course is full your Alternative Course will be allocated. You will be waitlisted and transferred back to your first choice if there is a cancellation. You may change your choice of course at any time up to one week before the courses begin subject to places being available. It is not possible to transfer once the courses have started.
5. Please indicate your choice of accommodation by calculating the cost of each item and entering the subtotal in the right hand column. When complete add up the column (not forgetting to include the tuition fee and campus charge) in the "TOTAL" box at the bottom. Availability of **twin and single** rooms is **limited** and early booking is **essential**. If you need to request one of these rooms please enter the surcharge amount in the '£' box on the form. There are some low bedded dormitory places for which, again, early booking is essential. Allocation of these options is prioritised on a "special need" basis. Only when this allocation has been satisfied, any remaining surplus rooms/low beds will be allocated on a first come first served basis.
6. Please note the prices indicated for Camping, Caravans and Motor-Homes are per person even if two or more people are sharing the same accommodation. Please indicate the name of the person(s) you are sharing with in the box at the bottom of the form.
7. If you only wish to pay the deposit or an instalment in the period prior to the date when Full Balance falls due, please make sure you complete the: *****INDICATE: your initial payment amount** box, otherwise Full Fee payment will be collected on the date when the form is received by SFSS.
8. If you completed the form by printing it first and filling it in by hand you can send it in by email if you either **scan** or **photocopy** it into your computer system and convert it to **PDF** format. Or: take a **CLEAR** photograph of it and then **CONVERT the photograph TO PDF format**. Forms completed on screen using MS Word may also be converted to PDF, if you wish.
9. Together with your payment instructions, please **Email** the form to moira@sorefingers.co.uk or **POST** it to the address shown at the foot of the form.
10. You will receive an acknowledgement of booking to confirm your booking and payment have been processed. An invoice will be sent in due course to confirm **how** your requirements have been met and indicate any outstanding balance owed. Comprehensive joining instructions including travel information will be sent out two weeks prior to the course start date.
11. SFSS classes and concerts are only open to fully paid-up and registered students and SFSS Staff.
12. **Visitors** will not be admitted.
13. **No pets** are allowed on site.
14. **Cancellations:**
If you are not able to attend your course, please notify SFSS as soon as possible.
 - Cancellations after January 31st 2019: deposit will be retained.
 - Refunds cannot be considered against notification of a cancellation after January 31st 2019 or in the event of early departure from a course.
15. **Payments:**
On receipt of payment your place will be reserved until January 31st 2019 by which date any balance owed must be paid in full. If your balance is not cleared by January 31st 2019, Sore Fingers Summer Schools reserve the right to sell your place to another student without prior notification. Bookings made after January 31st must be accompanied by full payment. We accept most credit and debit cards (Master Card, Visa, Switch, etc. but NOT American Express.), cheques (made payable to "SFSS") and bank transfers (see para 16).
You may pay periodic instalments by sending cheques, or by submitting individual credit card debiting instructions via Email, or by making Bank Transfers and notifying by email to moira@sorefingers.co.uk
16. **Bank details for funds transfer are:**
TSB Business Banking - Account Name: Sore Fingers Summer Schools - Sort Code: 30-93-40 - Account No: 01338274
IBAN: GB27TSBS30934001338274 - BIC: TSB5GB2AXXX
Please, **please** MAKE SURE you put YOUR NAME in the reference box otherwise the payment can't be tied up with the booking. It would be appreciated if you could Email moira@sorefingers.co.uk to alert us when you have made a transfer.
17. Enquiries and information:
John or Moira Wirtz: phone 01373 813590 -Email: - moira@sorefingers.co.uk