

FOR OFFICE USE  
Promotional Code:

Invoice No:

VPS Code:

Room:

### YOUR DETAILS

Students must be over 18.

Title \_\_\_\_\_ First name \_\_\_\_\_

Surname \_\_\_\_\_  Male  Female

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_ Date of birth \_\_\_\_\_

Email \_\_\_\_\_

Telephone home \_\_\_\_\_

Telephone work/mobile \_\_\_\_\_

Nationality (Please check your VISA requirements) \_\_\_\_\_

Special needs/Mobility/Other - (Please provide brief details or supply a letter with your booking form) \_\_\_\_\_

Dietary needs \_\_\_\_\_

How did you hear about this course? \_\_\_\_\_

### Data Protection Promise

We respect your privacy and will not sell your details. We will use this information to carry out our obligations arising from your booking with us, to notify you about changes to our courses and to seek your feedback. For details of how we use data please refer to our Privacy Statement [www.westdean.ac.uk/privacy](http://www.westdean.ac.uk/privacy).

I'd like to receive news on future courses and events by email  Yes  No

I'd like an email notification when the new brochure is online  Yes  No

I'd like my confirmation  Emailed  Posted

### COURSE DETAILS

 Please refer to each course listing in brochure for fees

Courses	Course code	Course/lecture title	Dates	Cost (£)
1st course				
2nd course				
3rd course				

### ACCOMMODATION

 Accommodation required?  No  Yes (please indicate your preferred room type and enter costs in the table below)

	1st course	2nd course	3rd course
Annexe room with ensuite shower (Easter and Summer Holidays only) Single occupancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard room with ensuite or adjacent private bathroom	Single occupancy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Twin occupancy (see below) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Superior room with ensuite bathroom	Single occupancy <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Twin occupancy (see below) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For twin occupancy: please state the name of the person you will be sharing with \_\_\_\_\_

If they are attending a course, please state the code (a separate booking form must be completed if they're attending a course) \_\_\_\_\_

Sub-total 1st course  
(incl. accommodation)

Sub-total 2nd course  
(incl. accommodation)

Sub-total 3rd course  
(incl. accommodation)

If they are attending on a resident only basis (non-student) please add £82.80 per night (dinner, bed and breakfast) if sharing a Standard room and £96.00 per night (dinner, bed and breakfast) if sharing a Superior room.

### TOTAL

### PAYMENT

#### CARD DETAILS

Please charge my card below with:

Full fee or

Deposit of £130 per course

Card number

Valid from     Expiry Date

Issue number   (if applicable)

Name (as it appears on the card)

BY CHEQUE (payable to 'The Edward James Foundation Ltd')

Full fee or

Deposit of £130 per course

I agree to the Terms and Conditions online at [www.westdean.ac.uk/study/short-courses](http://www.westdean.ac.uk/study/short-courses).

A member of the bookings team will contact you to obtain the 3-digit CVC code before processing the payment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN TO Bookings Office, West Dean College of Arts and Conservation,  
West Dean, West Sussex PO18 0QZ