

application form

COURSE DATE:	I'd like to attend on: or, if the above is fully subscribed, I could attend on:
NAME:	Title: First Name:
ADDRESS:	Middle Initials: Surname:
TELEPHONE NO'S:	Day: Evening: Mob: Other:
EMAIL:	<input type="text"/>
OCCUPATION: Age:
OTHER:	How did you hear about the course? Are you interested in any particular presenting area? e.g. children's, news etc.
COURSE FEES:	The current course fee is £595.00 + VAT (£699.13 inclusive). You can pay in full or secure your place with a deposit of £350.00 - the remaining balance of £349.13 must reach us at least fourteen days before your course date. You can pay by cheque, credit or debit card. Please ensure that you're familiar with and accept our terms of application as outlined on the separate sheet - a copy is also available on our website at: www.pozitiv.com
Payment:	<i>Please tick and delete as appropriate. Please make cheques payable to "Pozitiv Productions"</i> <input type="checkbox"/> I enclose £699.13 in full payment for the course. <input type="checkbox"/> I enclose £350.00 as my deposit for the course. I will forward the balance of £349.13 to reach Pozitiv at least 14 days before my course date. <input checked="" type="checkbox"/> Payment method: <input type="checkbox"/> cheque/postal order enclosed <input type="checkbox"/> credit/debit card as below <input type="checkbox"/> I authorise you to debit my Visa/MasterCard/Access/JCB/Delta/Switch account with the amount of £..... My card/Switch number is: <input type="text"/> Expiry Date: <input type="text"/> Issue No. (Switch cards only): <input type="text"/> Name as it appears on card:
SIGNATURE:	<input checked="" type="checkbox"/> Please enrol me on the course as detailed above. I understand that by applying for the course I am accepting and agreeing to the terms of application as outlined above. I can also confirm that I have received, read and accept the additional terms and conditions outlined separately. X DATE:
Complete and sign this form and send with payment to:	Pozitiv Productions P.O. Box 2646, Burghfield Mill, Reading, Berkshire, RG30 3YH T. 0118 950 9050 F. 0118 950 9595 E. info@pozitiv.com

Terms & Conditions

Please take a moment to read the terms and conditions below. These are in addition to those outlined on your application form and by applying for the course you are accepting and agree to these terms.

1. Cancellation by you

In the event of cancellation by you, any deposit paid is non-refundable. If for any reason you withdraw from the course taking place on your confirmed date, fees are only refundable - less an administration charge of at least the currently published deposit payment - if we can find someone else to take your place. No fees will be refunded for non-attendance on the course date itself, for whatever reason.

2. Cancellation by us

If, in the event of unforeseen circumstances, it becomes necessary for us to cancel your course date, you will be offered an immediate full refund of any course fees paid. Alternatively, you may transfer to another course date, subject to availability.

3. Confidentiality

All coaching, training and related materials ("Information") you receive as part of the course is of a strictly confidential nature, intended for your personal use and development only. This Information shall not be disclosed in any form to any third party. You acknowledge that this Information contains proprietary or trade secrets and in the event of any breach, we shall be entitled to apply for injunctive relief and to claim for damages of breach.

4. Course Structure and Venue

If we feel it is necessary, we reserve the right to make changes to the course syllabus and/or venue in certain circumstances.

5. Abandonment of Course on Course Date Itself

Should exceptional circumstances arise whilst you're in attendance on the course date itself - for example, but not limited to, illness of a key member of staff - which, in our opinion, would result in you experiencing a lower quality of service, we reserve the right to abandon the rest of the course. Should such a situation occur, you will be entitled to the benefits listed under (2) above and in addition we will reimburse you with your travel expenses up to a maximum of £50.00 on production of reasonable proof of such expenses. This will be the extent of our liability in such circumstances.

6. Personal Property and Belongings

Whilst every effort will be made to safeguard your personal belongings and property, we are not liable for any loss or damage unless this loss or damage is directly caused by our negligence.

7. Personal Injury

Please ensure that you carefully follow all instructions, directions and health and safety guidelines from our staff. We are not liable for any personal accident or injury unless this is directly caused by our negligence.

8. Unlawful or Unruly Behaviour

If, during the course, you act unlawfully or in a manner which we feel is seriously detrimental to the quality of the course or well-being of other clients and/or our staff, we reserve the right to immediately suspend our provision of services to you without full or partial refund of any course fees paid.

9. Acceptance of Application

We reserve the right to decline any application for the course without reason and in such circumstances will provide an immediate and full refund of any course fees paid.