

Prudence Millinery

Application form 2012

Personal information

Mrs. Miss. Mr: _____
Surname: _____
First name: _____
Address: _____
Signature: _____ Date _____ / _____ / _____
Telephone: _____ Fax _____
Mobile: _____
e-mail: _____

Emergency contact

Name: _____
Telephone: _____

Home country permanent address*: _____

How did you hear about us : _____

*Please write your permanent address in your home country (or parents address, etc) for future reference.

Please sign and return this application form by post or by email attachment.

I would like to take the following workshops as ticked (If sent by email attachment, erase the options non applicable)

Date you would like to begin your workshop or professional course : _____ (please give 2 weeks notice)

- | | | | | |
|--------------------------|-------------------------------|------------|----------------------|----------|
| <input type="checkbox"/> | 12 hour hat workshop | 3 sessions | 4 hours X 3 sessions | £ 265.00 |
| <input type="checkbox"/> | 16 hour hat workshop | 4 sessions | 4 hours X 4 sessions | £ 345.00 |
| <input type="checkbox"/> | 24 hour hat workshop | 6 sessions | 4 hours X 6 sessions | £ 495.00 |
| <input type="checkbox"/> | 24 hour block making workshop | 6 sessions | 4 hours X 6 sessions | £ 495.00 |
| <input type="checkbox"/> | 8 hour flower making workshop | 2 sessions | 4 hours X 2 sessions | £ 175.00 |

I would like to take the following Professional courses as ticked (If sent by email attachment, erase the options non applicable)

- | | | | | |
|--------------------------|-----------------------------|-------------------|-----------|-----------|
| <input type="checkbox"/> | 3 month beginner course | 15 hours per week | 150 hours | £ 2500.00 |
| <input type="checkbox"/> | 3 month intermediate course | 15 hours per week | 150 hours | £ 2500.00 |
| <input type="checkbox"/> | 3 month advanced course | 15 hours per week | 150 hours | £ 2500.00 |
| <input type="checkbox"/> | 3 month block making course | 15 hours per week | 150 hours | £ 2500.00 |
| <input type="checkbox"/> | 3 month collections course | 15 hours per week | 150 hours | £ 2500.00 |

* Payment Terms and Conditions

The application form must be signed and returned to Prudence Millinery, by post or by email or email attachment. We will then send you an acceptance-letter or acceptance-email. Upon receipt of your acceptance-letter or acceptance-email, please send a non-refundable deposit of 20 % to reserve your place in the class. For international students requiring a visa to enter the UK (professional courses only), the 20 % deposit will be made payable after a visa is awarded and leave to enter is given. A receipt for the 20 % deposit will be sent to you by post or email. The 20 % deposit must be paid by cheque in GBP or by credit card through the website. **The 20 % deposit is non-refundable whatever the circumstances.** The 80 % outstanding balance for the workshops / courses must be paid on or preferably before the first day of class. The 80 % balance of the course fee is non-refundable apart from exceptional circumstances *. All cheques made payable in GBP only to **T. Spiegel** . Workshops can be paid in full by credit card or Paypal (together with deposits or remainders) through our website on our page <http://prudencemillinery.com/payments.htm> . Students that wish to cancel their application for any other reason must do so in writing at least one week prior to the first day of class. They will then be reimbursed the course fee minus the non-refundable deposit. No other reimbursements will be made, except under *Exceptional Circumstances**. It is understood that students must inform us of any change of circumstances.

* Exceptional circumstances are defined as: medical reasons with medical certificate, death in the family, natural disasters. Written proof will have to be sent to our offices

Prudence Millinery, Studio W2, Cockpit Arts, Cockpit Yard, Northington Street, London WC1N 2NP, England

www.prudencemillinery.com millinery@prudencemillinery.com