

How to book

Book online at: www.woodbrooke.org.uk/learn.

Fill in and return the booking form opposite, you can download further forms from www.woodbrooke.org.uk/booking.

Call us on 0121 472 5171.

HOW TO PAY

- If you wish to pay by credit or debit card we require a minimum payment of 20% of the course fee at the time of booking. The balance will be due by 7am, 21 days prior to the event, and will be automatically charged to your card at that point. We will credit your booking with any bursaries or discounts before this.
- If you are booking online you must pay in full at the time of booking.
- If you wish to pay by cheque, you must pay in full at the time of booking.
- If your meeting is paying please ask for an invoice to be sent to the treasurer when you book.

WHEN TO BOOK

Please book as soon as possible. We encourage early booking to maximise the chances of a course running. Unfortunately, we occasionally have to cancel courses. Decisions about the viability of a course are usually made three to four weeks before the start of a course.

COURSE START AND FINISH TIMES

Courses at Woodbrooke begin at 6.15pm, with an evening meal, and end with lunch on the last day unless there are different timings given in the individual course details.

CANCELLATION

If Woodbrooke cancels a course you are booked on you will receive a full refund. If you cancel your place on a course we offer refunds as follows:

Onsite Courses

- If you notify us of a cancellation by 7am on the 56th day (8 weeks) prior to the event, you will receive a full refund.
- If you notify us of a cancellation at any time between 7am on the 56th day (8 weeks) and 7am on the 21st

day (3 weeks) prior to the event, we will retain 20% and refund any remaining money paid.

- For any cancellations notified after 7am on the 21st day (3 weeks) prior to the event, no refunds will be issued.

Online Courses

- If you notify us of a cancellation before 7am on the 42nd day (6 weeks) prior to the event, you will receive a full refund.
- If you notify us of a cancellation at any time between 7am on the 42nd day (6 weeks) and 7am on the 7th day (1 week) prior to the event we will retain 20% and refund any remaining money.
- For any cancellations notified after 7am on the 7th day (1 week) prior to the event, no refunds will be issued.

Change of content or tutor: We make every effort to run courses as advertised. However, there may be occasions when we have to change course content and/or tutors. Woodbrooke reserves the right to make these changes. In such instances, no reductions or refunds are available and the normal Cancellation Policy applies.

Insurance: We recommend that you consider taking out cancellation insurance to provide cover in the event of having to have to cancel your booking due to unforeseen circumstances. Woodbrooke is not able to recommend an insurance provider.

Cooling off period: If you cancel your booking within fourteen days of receiving confirmation of your booking from us you are entitled to a full refund under consumer protection regulations.

Accommodation only bookings: You can cancel your booking up to 7am on the day of arrival without any charge. Cancellations made after this will incur a charge for the first night.

The information in this brochure is correct at the time of printing and may be subject to change. For the latest information and our full terms and conditions see www.woodbrooke.org.uk.

Booking form

Name of course(s) you'd like to attend:

Dates (from/to):

Please give details of any **extra nights** you would like to stay:

First name(s)

Last name

Name you like to be known by

Address

Postcode

Year of birth:

Tel. Day

Evening

Email address

You may contact me by

Post Email

We would like to send your course information by email rather than post. If you are unable to receive your course programme and course information via email please tick this box:

Tick here if you would like **travel directions**

Dietary requirements:

- Anything Vegetarian Veg/Fish
 Vegan Non-dairy Diabetic
 Gluten Free Low Fat

Intolerances/Allergies:

Are you associated with the Religious Society of Friends (Quakers?) Yes No

If yes, please state which meeting you attend/are a member of:

Is this your **first course** at Woodbrooke?

Yes No

Are you attending this course as part of your **EfM programme?** Yes No

How did you hear about this course?

If you have previously been on a course at Woodbrooke and have since changed your name or address, please let us have your previous name/address:

First Name(s)

Last name

Address

Postcode

Contact and consent: The information you have given us on this form will be used for the administration of this booking.

We would like to keep you informed about future Woodbrooke events and our wider work by e-mail and/or post. Please indicate that you consent to us doing this by ticking the box.

I wish to receive information about Woodbrooke's learning and other activities.

Access

Please list any access/communications requirements you have in relation to the building.

Please list any access/communications requirements you have in relation to the course.

Please see page 103 for our commitment to learning and accessibility.

Accommodation

Would you like a residential place? Yes No

Please tell us a little about your interest in the course for which you are booking:

Special offers and bursaries

We would like to make coming to Woodbrooke as accessible as possible. We encourage you to speak to us if you would like to discuss bursaries and special offers.

I would like to claim one of the following special offers:

- First-timers' £50 discount
- Young Friends' 50% discount

Bursaries / financial support

- Please let me know about financial support from Woodbrooke

For more details and to see the full terms and conditions, visit www.woodbrooke.org.uk/offers

Payment Details

All cheques payable to Woodbrooke

1. I've arranged for my meeting to pay for the course

- Full payment is enclosed
- Please send an invoice to the Treasurer

Treasurer's name

Treasurers email address

It is the participant's responsibility to ensure Woodbrooke gets payment before the course.

2. I am paying myself, 20% of the course fee is due at the time of booking.

- I am sending a cheque for the full amount.
- Please send me a link to pay on a secure website for the **full amount / 20%***. We will send you a link to pay on a secure website. By paying 20% using a debit/credit card, you authorise Woodbrooke to debit the 80% balance from the same card 21 days before the start of the course.

* Refundable subject to our cancellation policy

Please fill in the details below

Course fee £

Donation £

Total payment £

- I want to Gift Aid* my donation

Signature

Date

*If you have boosted your donation with Gift Aid via the booking form, please notify Woodbrooke if you (i) want to cancel this declaration (ii) change your name or home address (iii) no longer pay sufficient tax on your income and/or capital gains. If you pay income tax at the higher or additional rate and want to receive the additional tax due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue & Customs to adjust your tax code.

RETURN TO WOODBROOKE, 1046 BRISTOL ROAD BIRMINGHAM, B29 6LJ

