



Booking form

Name	
Address including post code	
Phone number	
Mobile number	
Email address	
Which course would you like to reserve a place on?	
Dates of course	
Cost of course	

Please enclose a cheque made payable to **St Matthews House Ltd** for the total cost of the course.

Post to: The Art House, 8 Backfields, Sheffield S1 4HJ

Many thanks for your booking. We will email or phone you to confirm your place on the course. Returning this form confirms that you have read and agree to our terms and conditions, refund, cancellation and privacy policies set out below.

Payment : All courses or workshops must be fully paid in advance

Cancellation and refunds: If you wish to cancel your place on a course you must do so at least 14 days before commencement in order to receive a full refund. Cancellation must be made in writing or email. If you require a refund we will charge £15 administrative fee. Alternatively you may transfer your booking to another course free of charge.

If you cancel your place within 14 days of commencement you will receive a refund of 50% course fee.

If we are forced to cancel a course then you will receive a full refund with no administrative fee deducted.

Privacy policy: Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 1998. We will only use information submitted to provide you with further information about the products / services we offer or to assist you in answering any questions or queries you may have submitted.