

# TUITION BOOKING FORM



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NN10 0XL

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## Your details

Name	
Address	
Postcode	

Telephone no.	
Email address	

## Course

<b>1-2-1 tuition - £750</b>	
Contact details of the second person:	
Name	
Telephone no.	
Please detail what you would like to cover:	

## Payment / invoice details:

Method of payment (please tick one):

Cash:

Cheque:

Credit card:  Bank transfer:

Card number:

Expiry date (mm/yy):										/									
Start date (mm/yy):										/									
Security Code:										Last 3 digits on reverse of card									

Name & address on card: (if different from above)


# TERMS AND CONDITIONS

## Fees & Payment

### FEES – DEPOSIT & BALANCE

Prices are listed per session and include all fees and use of equipment. Refreshments and lunch will be provided. The balance, less any deposit, must be received **21 days** before the session date.

### METHODS OF PAYMENT

Fees can be paid by credit/debit card either by post, telephone or online. Payment by Paypal or cheque is also accepted; please make all cheques payable to John Tisbury Photography. For payment by bank electronic transfer our bank details are available on request.

## Reservations & deposit

Upon receipt of a completed booking form and a **£50** deposit a booking acknowledgement will be issued. Bookings are **not** confirmed until a booking acknowledgement has been issued by us.

## Cancellations

### CANCELLATIONS BY YOU

All cancellations must be notified in writing. Requests to change dates are also classed as cancellations. Cancellations incur the following charges:

21 days or more notice	£20 administration fee
less than 21 days notice	75% of fee
less than 72 hours notice	100% of fee

### CANCELLATIONS BY US

We reserve the right to amend or cancel bookings. If we cancel a booking we shall endeavour to give you at least 1 week's notice and you will have the option to re-book for another date or of having a full refund of the fees which we will return to you as soon as possible.

We will not be liable for any losses (including, but not limited to, travel and accommodation costs) arising as a consequence of any modification or cancellation of bookings or time tabling constraints as set out above beyond the cost of the fee.

## General

### MINIMUM AGE REQUIREMENT

Due to the nature of the type of work we undertake we cannot accept bookings from clients under 18 years of age. Proof of age may be requested before the session commences.

## For Office use only

Date received:	
Payment status:	
Booking completed:	