



Lip Reading Course Application – Godalming

The Octagon, St Peter & St Paul Church, Borough Road, Godalming, GU7 1ES

Thursday afternoons 2 – 4pm starting 5th November

Fee for your first term will be **£20.00** (subsequent terms will be £50.00) cheques should be made payable to **GDBF**. Please return your cheque together with this completed application form to **Tracey Wade, Diocese of Guildford, Diocesan House, Quarry Street, Guildford GU1 3XG**

Personal information							
Title:	Mr	Mrs	Miss	Other	Gender:	Male	Female
First name:				Date of birth:			
Last name:							
Address:							
Postcode:							
Home telephone:				Mobile number:			
Email:							
How we use your personal information							
The personal information you provide is retained by the Diocese of Guildford for the purposes of keeping you informed about related activities. The information you provide may be shared with Surrey County Council (our funders) for research.							
I declare that, to the best of my knowledge, the information I have provided on this form is correct. I have read the above statement on personal information and understand that the Diocese of Guildford reserves the right to change tutors, re-schedule, cancel or combine courses if necessary.							
Please sign: Date:							

Where did you find out about your course?	
<input type="checkbox"/> Poster/leaflet from church <input type="checkbox"/> Poster/leaflet from a non-church venue <input type="checkbox"/> Our website <input type="checkbox"/> Other website <input type="checkbox"/> Word of mouth <input type="checkbox"/> Email from us	<input type="checkbox"/> Printed publication (e.g. newsletter) <input type="checkbox"/> Social media (e.g. Facebook/Twitter) <input type="checkbox"/> Leaflet delivered to your home <input type="checkbox"/> Other (e.g. radio – please specify)

Lip Reading Course terms and conditions

The fee for the course will include the cost of tuition and the provision of course material.

Funding statement

Our courses are subsidised by Surrey County Council. This organisation require us to collect information about our learners to monitor how their funding is being spent and to gauge the effectiveness of our equality and diversity policy.

Refund policy

The first session of the 30 week course is free, at the end of that session you are able to withdraw from the course with a full refund.

The course is delivered for 30 weeks over 3 terms during the academic year. Fees are payable termly with half a term's notice required for withdrawal/cancellation.

Once a course has begun, we will only consider refund requests without notice in exceptional personal or family circumstances.

Cancelled classes

If we have to cancel or postpone a class for any reason outside of our control, for example if a tutor is unwell, we will try to offer an additional class at another time. If the majority of learners in the class can make the alternative date, no refund will be offered to learners who are unable to attend. If no alternative date can be offered a refund will be given for the missed session.

In the event of severe weather, we will provide information on any impact on our classes by leaving a message on the enrolment centre telephones. We will also post notice of any disruptions on our website.

Insurance

Diocese of Guildford and its partner providers cannot accept responsibility for the loss of or damage to learners' property.

Learners should ensure that they have adequate "all risks" insurance cover for any article belonging to them that they leave on centre premises and car parks.

Force Majeure

'Force Majeure' means war, civil war, armed conflict, terrorist attack, governmental action, fire, flood, severe weather conditions, pandemic or epidemic or any other act or matter which notwithstanding the reasonable diligence and foresight of Diocese of Guildford and its partner providers is, beyond their reasonable control.

Diocese of Guildford and its partner providers shall not be liable to the learners enrolled on courses to the extent that it is unable to perform its obligations by reason of Force Majeure, provided that the Diocese of Guildford and its partner providers shall use all reasonable endeavours to minimise the effect of the Force Majeure and to resume performance of its obligations as soon as practicable.

Diocese of Guildford and its partner providers shall endeavour to provide information for the learners enrolled on courses as soon as reasonably practicable after becoming aware of an event of Force Majeure. The notice shall contain all relevant information relating to the event of Force Majeure including the nature and effect of the Force Majeure, the actions being taken (or to be taken) to minimise its effect and an estimated duration.

Diocese of Guildford and its partner providers shall take all steps necessary to minimise the effect of the Force Majeure on the provision of the courses.

Where Force Majeure has a material effect on the provision of courses for longer than four consecutive weeks, Diocese of Guildford and its partner providers may terminate the course being provided.