

# The Guildford Institute Courses for Adults

## ENROLMENT FORM

Title..... First Name(s).....

Surname.....

Address.....

..... Post Code.....

Day Tel..... Eve Tel.....

Email.....

Please enrol at least two weeks before your course begins

### COURSES

Reference	Title	Start Date	Fee Paid (£)
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.....	.....	.....	.....
.....	.....	.....	.....

**TOTAL** .....

**PLEASE NOTE THAT NO REFUNDS WILL BE ISSUED UNLESS  
A COURSE IS CANCELLED**

Please tell us how you found out about our courses:

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### CONCESSIONS

I am claiming a concession because I am a fully paid up member of the  
Guildford Institute/I am over 60/I am in receipt of benefit payments  
(Proof of eligibility may be required)

## **PAYMENT**

- (a) I am enrolling in person and paying cash
- (b) I enclose a cheque/postal order for £..... payable to  
**'The Guildford Institute'** (crossed A/C payee)

We apologise that we are unable to accept credit card payments at present

### **Where to send your enrolment form and payment:**

Guildford Institute  
Ward Street  
Guildford  
Surrey GU1 4LH

If you would like a receipt/enrolment confirmation please include a small SAE  
Courses will run unless you hear to the contrary from us

Data Protection Act 1998: This information may be stored and processed electronically. Please be assured that we never release students' personal details to any other organisation or individual.

**The teaching accommodation at the Guildford Institute is located mainly on the second floor of the building, which has no lift at present and may therefore be unsuitable for physically disabled people**

Further Enrolment Forms are available from  
Guildford Institute Reception