

Course Enrolment

How to enrol

Please enrol in person, by post, by telephone, or on our website.

Online booking will generate a confirmatory email. If you are enrolling by post and would like a receipt to confirm your enrolment, please include a small SAE. You will be advised if a course is full and placed on a waiting list but unless you hear to the contrary your application has been successful.

Please enrol at least two weeks before a course begins; it is at this stage that course numbers are reviewed and courses may be cancelled if they are not viable.

Refunds will not be issued unless a course is cancelled. Please refer to our Refund Policy, available on our website or in Reception.

Data Protection Act 1998: This information may be stored and processed electronically. Please be assured that we never release students' personal details. Your details will be added to our mailing list but will not be shared outside the Guildford Institute.

Please return your completed form, with payment, to:
The Guildford Institute
Ward Street
Guildford GU1 4LH

YOUR DETAILS:

TITLE:

FIRST NAME(S):

LAST NAME:

ADDRESS:

POSTCODE:

DAYTIME TEL:

EVENING TEL:

EMAIL:

**Please note that refunds will not be issued unless a course is cancelled.
Please refer to our Refund Policy, available on our website or in Reception.**

STUDENT'S NAME:

CODE:	TITLE:	START DATE:	FEE:

<p>Concessions Note that proof of eligibility may be required.</p> <p>I am claiming a concession because:</p> <p><input type="checkbox"/> I am a Member of the Guildford Institute</p> <p><input type="checkbox"/> I am over 65</p> <p><input type="checkbox"/> I am a full time student</p> <p><input type="checkbox"/> I am in receipt of benefit payments</p>	<p>Payment Places cannot be held until payment is received.</p> <p><input type="checkbox"/> I am enrolling in person and paying cash</p> <p><input type="checkbox"/> I enclose a cheque for the amount shown above, payable to 'The Guildford Institute' (crossed A/C payee)</p> <p><input type="checkbox"/> I am enrolling in person/via telephone by debit card</p> <p><input type="checkbox"/> I am enrolling in person/via telephone by credit card</p>
---	--

We recommend enrolling via our website and using Paypal. It's quick, efficient and free! Please note: you do not need to have a PayPal account to enrol via the website.

It would help us considerably if multiple bookings could be made via a single payment.