

LEITHS SCHOOL OF FOOD AND WINE - ENROLMENT FORM

For each student (see notes) please complete this form in **BLOCK LETTERS** and return all pages with your cheque to:

The Registrar, Leiths School of Food and Wine, 16-20 Wendell Road, London, W12 9RT, England.

Tel +44 (0)20 8749 6400

Fax +44 (0)20 8746 9495

E-mail info@leiths.com

internet www.leiths.com

| Student details and home address | | Guarantor details (see below) |
|----------------------------------|-----------------|--|
| Title | Ms/Miss/Mrs/Mr/ | Ms/Miss/Mrs/Mr/ |
| First name | | |
| Surname | | |
| Date of birth | | Tick to confirm 21 or over <input type="checkbox"/> |
| Address | | |
| | | |
| | | |
| Post code | | |
| Evening phone | | |
| Daytime phone | | |
| Mobile phone | | |
| E-mail | | I am happy to receive mailings by email <input type="checkbox"/> |
| Fax number | | |

Courses, qualifications, previous experience and where you heard about Leiths School

| | | | |
|---|--|------------------------|--|
| Course(s) for which you are applying | | Proposed date of entry | |
| Cookery qualifications /previous Leiths courses | | | |
| Previous cookery experience | | | |
| Where did you hear about Leiths School? | | | |

1. Applicants for full time courses should enclose the deposit with the completed application form. If the applicant is under 21 [or otherwise wishes to ensure that another person is liable to pay the fees and extras (in addition to the applicant)], the applicant must arrange for another person (who must be 21 or over) to add his or her details in the guarantor box above and to sign in the guarantor box below. The requirement arising from the applicant being under 21 can be waived with the prior written agreement of the School.

2. Applicants for short courses – e.g. evening classes, five day courses, wine courses and demonstrations – must enclose the full course fee with the completed application form.

3. Cheques should be made payable to *Leiths School of Food and Wine Ltd.*

4. The applicant and the guarantor (if applicable) confirm that they have read and accept the terms and conditions for enrolment to Leiths School of Food and Wine. Accordingly both the applicant and the guarantor (if applicable) agree that they are liable for all fees and extras as set out in the terms and conditions.

| | | | |
|---|--|--|--|
| Signature of applicant | | I enclose a cheque to the value of £ | |
| Signature of guarantor (mandatory if applicant is under 21) | | Date | |
| Next of kin – or contact in case of emergency | | Additional information (eg dyslexia, allergies, diabetes or Special requirements) | |
| | | | |
| | | | |

Notes:

1. Please photocopy all pages the blank form, as many times as necessary, if you want to enrol more than one person.
2. Please note that the data in these forms will be entered into the *Leiths School* computer database

TERMS AND CONDITIONS OF ENROLMENT OF LEITHS SCHOOL OF FOOD AND WINE

1. Contract
 - 1.1. The terms of the School's price list, the enrolment form and these terms and conditions constitute the terms of the legally binding contract ("the Contract") between you, the student, any Guarantor set out in the enrolment form ("the Guarantor") and Leiths School of Food and Wine Limited ("the School").
 - 1.2. Any enrolment application by you will be subject to written acceptance by the School.
2. The Course
 - 2.1. You must attend all courses on a punctual basis unless prevented by events which are beyond your reasonable control.
 - 2.2. You must comply with all rules and regulations issued by the School from time to time.
 - 2.3. The School will be entitled to change the timing and/or content of any course and to substitute any teacher at any time.
3. Fees
 - 3.1. Enrolment on certain courses is subject to payment of a deposit as set out in the School's price list. Deposits are non-refundable.
 - 3.2. Following acceptance by the School of your application, you and the Guarantor will be contractually bound to pay the full amount of the fees as set out below. No refund will be made if you subsequently fail to attend all or any part of the course (and the School is unable to reallocate your place) or if you fail any exam. In addition to fees, you and the Guarantor must pay for the extras set out in the School's price list.
 - 3.3. All fees must be paid not less than 4 weeks before the start of the course, subject as set out below.
 - 3.4. If the School has agreed that fees may be paid by instalments, each instalment must be paid by the instalment date set out in the School's price list. Any deposit paid will be deducted from the final instalment. The obligation to pay each of the instalments will continue notwithstanding that you subsequently fail any exam or to attend all or any part of the course. Failure to pay any instalment by the due date or attend the course will result in the balance of the fees becoming immediately payable.
 - 3.5. If fees are not paid by the due date, the School will be entitled to reallocate your place (without prejudice to the obligation to pay the fees).
 - 3.6. Any deposit and/or fees paid will only be returned if the School is unable to offer you a place on your chosen course.
 - 3.7. In consideration of the School entering into the Contract with the student, the Guarantor irrevocably and unconditionally guarantees the payment of all fees and extras as set out in the Contract. The Guarantor will be fully liable whether or not any action has been taken against the student and whether or not any circumstances have occurred which might otherwise constitute a legal or equitable discharge of the Guarantor.
4. Your Conduct
 - 4.1. If the School considers that you have behaved in an unacceptable manner, the School will be entitled to require you to cease to attend any course. If the School is unable to reallocate your place, no refund of fees will be made and if payment is being made by instalments, the balance of the fees will become immediately payable.
5. Termination
 - 5.1. You may only terminate the Contract in the circumstances set out below.
 - 5.2. You may terminate the Contract if you give the School written notice of termination and the School receives such notice not less than 6 weeks before the start of the course (being the first day of the first term if the course consists of more than one term). Provided that the School has received your notice of termination prior to the deadline, the School will refund any fees paid but will be entitled to retain any deposit. If the course has been paid in full the school will charge an administration fee.
 - 5.3. You may terminate the Contract (and have all monies paid returned to you) at any time during the period ending on the day falling seven working days after the date of the Contract. Notice of termination must be in writing. To be effective the notice must be posted or delivered not later than the last day of the seven working day period set out above. If you start attending the course before the expiry of this period, you will lose your right to terminate.
 - 5.4. The School will be entitled to cancel any course at any time subject to the repayment of any deposit and fees received in respect of the course or the part of the course which has been cancelled.
6. Liability
 - 6.1. You must not bring any items of special value onto the School's premises. The School will not accept responsibility for the loss of any personal possessions.
 - 6.2. The School will not be liable for any loss suffered by you which is indirect, special or consequential.
 - 6.3. The School will not be liable for any loss suffered by you resulting from any event which is beyond the reasonable control of the School.
7. General
 - 7.1. The Contract contains all of the contractual terms agreed between you, the Guarantor and the School.
 - 7.2. No failure or delay by the School in enforcing any of its rights under the Contract shall be deemed to be a waiver of such right.
 - 7.3. The Contract shall be governed by English law.

NOTE

You are advised to take out insurance against loss of fees through illness or personal accident.