



# Black History Studies

Educating the community to educate themselves



## **BOOKING CONDITIONS:**

### **Booking:**

- Completion of the booking form constitutes a legally binding agreement.
- Please complete an enrolment form and send with a cheque/postal order payable to 'Black History Studies.' Please contact us to discuss other payment options.
- On receipt of your application, we will confirm receipt via email.
- On receipt of your application, we will check that places are available on the course and we will write to you with a receipt for your payment and to confirm your place on the course. If the course is full, we will return your payment.
- We do not reserve spaces on this course.

### **Refunds:**

- Student withdrawing from the course are not entitled to a refund. Fees will be refunded only when the course is cancelled prior to course commencing,
- No cash refunds are made.

### **Absence from Class:**

- Students are expected to attend regularly and inform Black History Studies of any absence.
- Course materials missed can be collected from the next class.
- Poor attendance may have implications for a student's continuance on the course.
- We do not offer distance learning and so course notes will not be posted or emailed to students.

### **The Data Protection Act 1998**

In signing the declaration you are giving permission for information given on the Enrolment Form to be used for the following purposes:

- a) To enable your application for entry to be considered.
- b) To compile statistics which will enable 'Black History Studies' to monitor performance, improve quality and plan future provision.
- c) To enable 'Black History Studies' to initiate your student record on electronic and manual file.