



Contact: E: membership@bhi.co.uk • T: 01636 817603 • Address: BHI, Upton Hall, Newark, Notts. NG23 5TE, UK

Please complete the information below and return this form to the BHI (see contact details above).

Payment of your non-refundable deposit of £200 is required. Payment options and conditions are provided on page 2 of this form.

### Personal Details

Title:	Initials:	Date of Birth:	Gender:
First Name:	Surname:		
Address:			
Town:	County:		
Postcode:	Country:		
Phone:	Email:		
<input type="checkbox"/>	I am a registered DLC student		
<input type="checkbox"/>	I am a member of the BHI. My membership number is:		
In case of emergency, you can contact: Name:			Tel:

### Invoice Details (if different from above)

Name:			
<input type="checkbox"/>	Payment is being made by employer/sponsor. Name:		
Address:			
Town:	County:		
Postcode:	Country:	Email:	

(Invoices for payment will be sent when the course is confirmed)

### Booking - I would like to book my place on the following course:

Course Title:	Date:
Special needs:	
Special dietary needs:	

### Course Prices and B&B

DLC Registered <input type="checkbox"/>		Not DLC Registered <input type="checkbox"/>	
Course duration and fee <b>without B&amp;B</b>	Course duration and fee <b>including B&amp;B*</b>	Course duration and fee <b>without B&amp;B</b>	Course duration and fee <b>including B&amp;B*</b>
5 days (£900) <input type="checkbox"/>	5 days incl. 4 nights B&B (£1,100) <input type="checkbox"/>	5 days (£1000) <input type="checkbox"/>	5 days incl. 4 nights B&B (£1200) <input type="checkbox"/>
4 days (£720) <input type="checkbox"/>	4 days incl. 3 nights B&B (£870) <input type="checkbox"/>	4 days (£800) <input type="checkbox"/>	4 days incl. 3 nights B&B (£950) <input type="checkbox"/>
3 days (£540) <input type="checkbox"/>	3 days incl. 2 nights B&B (£640) <input type="checkbox"/>	3 days (£600) <input type="checkbox"/>	3 days incl. 2 nights B&B (£700) <input type="checkbox"/>
2 days (£360) <input type="checkbox"/>	2 days incl. 1 night B&B (£410) <input type="checkbox"/>	2 days (£400) <input type="checkbox"/>	2 days incl. 1 night B&B (£450) <input type="checkbox"/>
1 day (£180) <input type="checkbox"/>		1 day (£200) <input type="checkbox"/>	

Build Your Own Watch - 2 days incl. 1 night B&B (£1100) <input type="checkbox"/>	or without B&B (£1050) <input type="checkbox"/>
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\* B&B available on a 'first come first served' basis.

### Accommodation Details

<input type="checkbox"/>	Please note that accommodation is not en-suite, apart from one room which is available on a first come first served basis at an additional cost of £20 per night. Tick here if you would like to be contacted about the availability of the en-suite room.
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Lunch on the course date(s) is NOT included in the course price (unless stated above). Purchases can be made at the Cross Keys public house, on-site Clock House Cafe, local shops in Southwell (by car), or you may bring your own provisions. On-site there is a small fridge, toaster and microwave.

# Short Course and Accommodation Form

## More information

<input type="checkbox"/>	I have attended the following BHI course(s):		
On a scale of 1 (none) to 5 (expert) my knowledge and experience of:			
<input type="checkbox"/>	Practical horology	<input type="checkbox"/>	Practical clockmaking and repair
<input type="checkbox"/>		<input type="checkbox"/>	Practical watchmaking and repair
My experience in operating workshop machine tools is:			
My knowledge and experience of this course subject is:			
I expect to achieve from this course:			
Please note that the British Horological Institute reserves the right to refuse bookings. Courses may change subject to demand. We cannot guarantee that a particular tutor will be teaching the course.			

Are you studying the Distance Learning Course?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Technician <input type="checkbox"/>	or	Int/Final Grade <input type="checkbox"/>
Are you intending taking BHI Examinations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
How did you hear about the courses?					

## Payment

<input type="checkbox"/>	I paid the total by bank transfer on (date): <input type="text"/> into the BHI bank account  'BRITISH HOROLOGICAL INSTITUTE LIMITED (THE)'. NatWest Bank, Account Number: 97129380, Sort Code: 60-20-15, IBAN GB18 NWBK60201597129380, BIC NWBK GB2L <b>Please state your Membership Number and Surname on your transfer</b>
<input type="checkbox"/>	I wish to pay by card. <b>(Debit and credit cards accepted. We will email you a link so that you can pay online)</b>

## Terms and Conditions - IMPORTANT PLEASE READ

<ol style="list-style-type: none"> <li>Places on all BHI Short Courses can be reserved with a £200, <b>non-refundable</b> deposit.</li> <li>Course and accommodation bookings are not secured until confirmation is sent by the BHI.</li> <li>The balance payment must be received not less than 14 days before the start date of the course.</li> <li>Failure to pay the balance 14 days before the start date of the course shall be deemed cancellation.</li> <li>The BHI shall offer unpaid spaces to persons on the waiting list providing they make the fee payment in full.</li> <li>All cancellations will forfeit the £200 deposit without exception. This includes requests to transfer to an alternative date or course.</li> <li>Cancellations within 7 days of the course will forfeit the entire course fee.</li> </ol>	
<b>I have read and understood the above Terms and Conditions.</b>	
Signature:	Date: