



COURSE BOOKING FORM

Please complete and sign this form and the Diversity Monitoring Form and return by post to: Lighthouse Arts and Training Ltd, 1, Zone B, 28 Kensington Street, Brighton, BN1 4AJ.

Personal Details			
Full Name:			
Organisation/company (if appropriate):			
Address:		Postcode:	
		Tel:	
Email:			
<p>If you would like to join our mailing list to receive information about future Lighthouse events, courses and training opportunities, please tick this box <input type="checkbox"/></p> <p>Data Protection Act - Your details will be held on Lighthouse's database and will be used for direct mailing purposes. Your details will only be used by Lighthouse although from time to time we may forward relevant information to you which we have received from third parties. HOWEVER UNDER NO CIRCUMSTANCES WILL WE PASS YOUR INFORMATION ON TO ANY THIRD PARTIES.</p>			

Course Details	
Course Name:	
Course Dates:	
Preferred Platform:	Mac / PC / No Pref. (Please indicate your preference)
Course Fee £	Please make cheques payable to Lighthouse

Lighthouse booking terms and conditions:

- Bookings must be made in writing.
- Places cannot be confirmed unless a deposit of 50% of the course fee accompanies the booking. Full payment must be made at least 14 days prior to the commencement of the course. Cancellations before this time will receive a full refund. Cancellations between 7 and 14 days prior to the course start date will receive 50% refund of fees. Cancellations made less than 7 days before the course start date will receive no refund.
- Please include evidence of your concessionary status with your booking.
- We are unable to guarantee that you will be able to use your preferred platform.
- Although every effort is made to keep to the published programme, Lighthouse reserves the right to make any changes if necessary.
- Lighthouse reserves the right to cancel a course at any time prior to its commencement. In this event a full refund will be made.

DECLARATION:

I accept the above Lighthouse booking terms and conditions.
I also confirm I have read and understood the course description and that it is appropriate to my skill level.

Signature.....Date.....

DIVERSITY MONITORING FORM

Lighthouse operates an Equality and Diversity Policy. The information provided on this form will be treated as strictly confidential and will be used for statistical monitoring purposes only.

Please tell us your name as it appears on your Application Form:

Course Booked:

How did you find out about this course?

Please indicate whether you are Male or Female **MALE** **FEMALE**

Ethnic Origin

Please indicate below how you would best describe yourself:

(This checklist contains the standard ethnic monitoring categories provided by the Commission for Racial Equality and were in the 2001 Census.)

Asian or British Asian:

Indian
Pakistani
Bangladeshi
Any other Asian background

Black or British Black:

Caribbean
African
Any other Black background

Mixed:

White and Black Caribbean
White and Black African
Any other Mixed background

White:

British
Irish
Any other White background

Chinese or other ethnic group:

Chinese
Any other

Do you consider yourself to have a disability under the Disability Discrimination Act:

(Defined as a 'physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities.')

Yes / No (please indicate as applicable)

If yes, please give details:

Signed:

Date: