

STUDY TOURS 2012: BOOKING FORM
Section 1 (of 2): Study Tour Choice and Payment

This booking form is available on our website at www.courtauld.ac.uk. To book a place, please complete both sections of the form below and return together with the full course fee(s) to: Short Courses, The Courtauld Institute of Art, Somerset House, Strand, London, WC2R 0RN, or fax to +44 (0) 20 7848 2901. For security reasons, we do not recommend that you e-mail this form with credit card information; please post it to us instead.

Title	First Name	Surname
Address		
Postcode		
Email	Daytime telephone number	

We will send your booking confirmation and course details by email unless you tick the box to receive them by post

Important: please note that all tours require a fair amount of walking and moving around towns and sites, in some circumstances on uneven or otherwise difficult terrain. If you have any concerns over your ability to participate fully, please contact us before booking and we will do our best to advise you.

Please number the boxes below with your first and second choices:

Study Tour title and dates
Study Tour title and dates
Study Tour title and dates
Study Tour title and dates

I enclose a cheque/postal order for £ payable to 'The Courtauld Institute of Art'
OR

Please charge £ to my credit/debit card number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Security Code	<input type="text"/>
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Cardholder's name	Issuing bank
Expiry date (credit cards)	Issue Number (Maestro)
Cardholder's address, if different from above, and email address*	
Signature*	Date

*Please note: If your course is being paid for by credit card by someone else this section must be signed by the cardholder and details given of the billing address if different from the address above; please also give the cardholder's email address as we will also email confirmation of the booking to him/her.

If you need to cancel your place, we will refund the full fee (minus a £40 cancellation charge) provided that you cancel at least 8 weeks before the Study Tour commences. If you have to cancel after that date but more than 4 weeks before the start of the Study Tour, we will refund 50% of the course fee. For cancellations less than 4 weeks prior to the start of the Study Tour, no refund will be payable.

We do whatever we can to ensure that Study Tours take place as advertised but we reserve the right to make changes or cancellations. In the unlikely event that we have to cancel any Study Tour we shall offer you full repayment of your Study Tour fee.

PLEASE NOW COMPLETE SECTION 2 (ESSENTIAL INFORMATION)

STUDY TOURS 2012: BOOKING FORM

Section 2 (of 2): This section is for administration purposes and will help your lecturer(s) plan their tour(s)

A. Essential Information

Title	First Name	Surname
Name of Study Tour:		
Mobile number/phone contact during your Study Tour(s): <i>(This number will only be used by your lecturer in case of emergency during the Study Tour)</i>		
Preferred email address:		
Any mobility, allergies or health concerns? - please specify: <i>(Please note that Study Tours require a relatively high degree of physical fitness and include a lot of walking, in some circumstances on uneven terrain, and periods of standing)</i>		
Please let us have contact details for next of kin:		<i>Name</i> <i>Tel</i> <i>Contact address</i> <i>Email</i>
Please tick (as appropriate): <i>(NB You must be over 18 to participate in Study Tours)</i>		I am <input type="checkbox"/> Male <input type="checkbox"/> Female I am <input type="checkbox"/> Over 18
How would you describe your knowledge of History of Art? <i>(No previous art history knowledge is required to attend the a Study Tour)</i>		<input type="checkbox"/> Little or no knowledge <input type="checkbox"/> General <input type="checkbox"/> Advanced* <input type="checkbox"/> Specialist* *Please give details:

Please see brochure (and website) for full terms and conditions and cancellations policy. Please note especially: Study Tours are open to over 18s only
English Language: please note that courses are held in English and a reasonable level of comprehension is a distinct advantage.

I confirm that I have read and understand the terms and conditions.	
Signature	Date

Please tick this box if you DO NOT wish to receive future short courses mailings

All information provided will be treated in confidence and in accordance with the Data Protection Act 1998. It will be used solely for the purpose of administering your application.

B: OPTIONAL INFORMATION

How did you hear about the Study Tours?

Attended previous Study Tour

Please indicate which tour(s) you attended: _____

Word of mouth Website Newsletter/e-bulletin Picked-up brochure/leaflet

Courtauld alumnus or friend Received brochure through post Advert in newspaper/journal
(Gallery visit; other (please specify))

Have you attended (a) other Short Courses at The Courtauld Institute of Art? Yes No
(If yes, please kindly indicate what other course(s) you have attended)

Showcasing Art History Study Day Summer School Gallery Talk Other:

Have you attended (b) (Art history) courses at other Institutions/Universities?

Please give details:
