

BOOKING NOTES

This Summer School is organised by the committee of the South East U3A Forum. It is not connected with the National Office. The address for all communications, except for note 14, is Mr. A. Browne (SS), 34 Blundell Avenue, Horley, Surrey, RH6 8AY. ☎ 01293 771794. a.browne693@btinternet.com

1. One form to be completed by each applicant. Only one person per form. Make a copy for your records.
2. When you put your first name, please ensure that it is the one you wish to be known by, as this will be used for your badge.
3. Booking courses: Only put a 2nd or 3rd choice of course if you are prepared to do it as you will be automatically assigned to your 2nd/3rd choice if your other choices are full. You will be put on a waiting list for your first subject. **You cannot mix courses.**
4. All applications will be dealt with on a first come first served basis.
5. Some courses may have to be cancelled if there are insufficient numbers. If, on the day, a tutor is not available, places will be offered on other courses.
6. Accommodation: Bishop Otter is a level compact campus in attractive parkland, close to the Chichester Festival Theatre. It is nearly 1 mile from Chichester City centre, a beautiful walled city with a stunning cathedral and a Tudor market cross. **Taxis are available at the railway station and should drive you to the Car Park which will be signed** (*N.B. this is not the Car Parks close to the entrance*). If you are driving your car, park in the **signposted** car park. This will then be the shortest distance to the Chapel for registration. A Car Parking permit will be issued & **must be displayed** in your car on arrival. Failure to display a permit within ten minutes of parking may result in a **large fine**. Walk to the Chapel to register for your course and collect your room keys.
7. Accommodation is in single (no double rooms) standard or en-suite rooms in villas, some on three floors with lifts, a few minutes level walk from the restaurant and teaching centre. Not all buildings with en-suite rooms have lifts. Each Standard Room has a washbasin; rooms are in groups of 6 and share bathroom, shower and toilet facilities. Buildings with standard rooms do not have lifts and are **not** suitable for members with significant disabilities. If you have a severe hearing difficulty such that you may not hear the fire alarm at night, please indicate when registering. There is a kitchen with tea and coffee making facilities on each floor. Towels and linen are provided. Some hairdryers and hangers are available from Reception. Meals are self service with a Farewell Dinner (served at table) on the last evening.
8. Schools start on Tuesday afternoon (registration from 2.00 – 4.00 p.m.) and close after lunch on Friday.
9. Payment terms: **£50.00 deposit to be sent with application form and a small SAE** for a receipt and confirmation of your place. The balance to be paid by **Saturday 12th May 2012** after which we will send you an up-to-date map of the campus, information about your course, a daily timetable, a programme of events and your parking permit. Deposits cannot be refunded after this date. Send to Mr A. Browne at the above address. With the balance, enclose a large SAE, C4 (230x325 mm) for A4 paper. Ensure that postage is paid to the correct value on all mail (Note limits on thickness and overall size).
10. Payment: Cheques to be payable to **‘South East U3A Forum’**.
11. Any refunds after 12th May 2012 will be made at the discretion of the South East U3A Forum and we regret that refunds for cancellation (or non-attendance) cannot be made after 12th June 2012.
We strongly recommend that you consider taking out holiday insurance to cover this.
12. For some courses there will be an additional fee of £15.00/£17.00 to cover guide and admission fees etc.
13. It may be possible to purchase seats for one of the evenings for a performance at the Chichester Festival Theatre. Details will not be available until February when you will be informed of the programme and cost. Please indicate on the application form whether or not you would like to go.
14. Pre & Post School Accommodation is available and can be booked and paid for direct to the Conference Co-ordinator at the University of Chichester, College Lane, Chichester PO19 6PE. ☎ 01243 816070. **NOT** to the Forum.

Residential in en-suite accommodation (full board)	<i>(All meals and refreshments etc.)</i>	£310.00
Residential in standard accommodation (full board)	<i>(All meals and refreshments etc.)</i>	£280.00
Complete course - non-residential with evening meal	<i>(Includes lunch, refreshments, evening meal, etc.)</i>	£195.00
Complete course - non-residential but <u>no</u> evening meal	<i>(Includes lunch, refreshments etc.)</i>	£140.00

Included in the above rates are the **Welcome Reception** on the first evening, and gratuities to the restaurant staff.

APPLICATION FORM
SOUTH EAST U3A FORUM SUMMER SCHOOL
UNIVERSITY OF CHICHESTER (BISHOP OTTER CAMPUS)
TUESDAY: 3RD TO FRIDAY 6TH JULY 2012

Please refer to the Booking Notes before completing the application form. Please print very clearly (particularly e-mail).

Title..... First Name Surname.....

Name of U3A E-Mail address

Address.....

Post Code Telephone *(must be completed even if ex-directory)*

I wish to apply for the Course named: **First Choice**

(Please give alternative choices as numbers are limited for some courses).

Second Choice

Third Choice

There will be an additional cost of £15.00/£17.00 for some courses payable with the final balance *(See course descriptions)*.

I require FULL BOARD IN SINGLE ENSUITE ACCOMMODATION

FULL BOARD IN SINGLE STANDARD ACCOMMODATION

COMPLETE COURSE – NON-RESIDENTIAL WITH EVENING MEAL

COMPLETE COURSE – NON-RESIDENTIAL BUT NO EVENING MEAL

I enclose a deposit of £50.00 and will forward the total cost no later than Sat: 12th May.

From the following list please tick any special requirements:

- A room for a disabled person** *(these are limited)*
- A ground floor room** *(please also indicate if you have difficulties walking)*
- A vegetarian diet**
- Special diet etc.** *(please give details)*
- I have hearing difficulties such that I may not hear the fire alarm at night**

(Please delete as required)

I will / will not be present for the Welcome Reception.

I would / would not like to go to the Chichester Festival Theatre performance if this can be arranged.

I would like to have a room near to of **U3A**

on Course. *(Efforts will be made to meet your request but this cannot be guaranteed – please ensure your name is cross referenced on your friend's form)*

I shall have a car and **AM / AM NOT** willing to use my car to take passengers. *(for some courses)*

Car Registration number obligatory (required for a car parking permit)

Will you be extending your stay? See note 14. This is NOT a booking, it is for our information only.

Name/address/phone no. of next of kin to be contacted in case of accident or emergency.

Signature Date

Please return to: Mr. A. Browne (SS), 34 Blundell Avenue, Horley, Surrey, RH6 8AY ☎ 01293 771794
Enclose your Cheque for £50 payable to 'South East U3A Forum' and a small SAE for a confirmation slip.

Do not write here - For administration purposes only