

Refunds and Transfers

If you are not sure which course to join, please refer to the course outline or seek guidance from 44 Portland Place. Once enrolled, it may not be possible to obtain a refund or transfer to another course.

Refunds

You will be given a full refund if your course is cancelled and a partial refund if it is closed before the scheduled end date. If, after enrolment, you decide not to attend a course, an application for a refund will only be considered if received at least 14 days before the scheduled start date. Any refund will be subject to an administration charge of £7. If, for any reason, you are unable to attend sessions or you withdraw from a course before its completion date, you will not be entitled to a refund.

Transfers

Transfer requests will only be considered if they are received at least 14 days before the start date of the course on which you are enrolled. There will be a £7 administration charge for each transfer.

Ethnic Origin

Courses at 44 Portland Place are aimed at people from all cultural and ethnic backgrounds and, by completing this section, you will help us monitor our success in achieving this objective. You are not required to give this information and you may, if you wish, proceed to the next section of the form. Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A White

- British
- Irish
- Any other White background, please write in

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please write in

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please write in

D Black or Black British

- Caribbean
- African
- Any other Black background, please write in

E Chinese or other ethnic group

- Chinese
- Any other, please write in

Do you consider yourself to have a disability and/or learning difficulty?

- | | | |
|---|---|---|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Deaf or hearing impaired | <input type="checkbox"/> Disability affecting mobility |
| <input type="checkbox"/> Other physical disability | <input type="checkbox"/> Mental ill health | <input type="checkbox"/> Temporary disability after illness |
| <input type="checkbox"/> Profound/complex disabilities | <input type="checkbox"/> Multiple disabilities | <input type="checkbox"/> Unseen disability or medical condition |
| <input type="checkbox"/> Emotional/behavioural difficulties | <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say |

Please tick here if you would like us to contact you before your course starts.

How did you hear about 44 Portland Place/Central Club

- | | | |
|---|--|---|
| <input type="checkbox"/> hotcourses website | <input type="checkbox"/> hotcourses magazine | <input type="checkbox"/> learn direct |
| <input type="checkbox"/> floodlight | <input type="checkbox"/> recommendation | <input type="checkbox"/> library |
| <input type="checkbox"/> newspaper advert | <input type="checkbox"/> internet | <input type="checkbox"/> other (please specify) |

Data Protection

Information provided on this form will be treated as confidential and will be processed in compliance with the Data Protection Act 1998. Your personal information will not be passed to organisations for marketing or sales purposes.

Declaration

I agree to abide by the rules and regulations of Central Club and have read, and accept, the transfer and refund policies set out above.

Signature: _____

Date: _____