



Black History Studies

Educating the community to educate themselves



BOOKING CONDITIONS:

Booking:

- Completion of the booking form constitutes a legally binding agreement. Please complete an enrolment form and send with a cheque/postal order payable to 'Black History Studies.' Please contact us to discuss other payment options.
- On receipt of your application, we will confirm receipt via email.
- On receipt of your application, we will check that places are available on the course and we will write to you with a receipt for your payment and to confirm your place on the course. If the course is full, we will return your payment.
- We do not reserve spaces on this course.

Refunds:

- Student withdrawing from the course are not entitled to a refund. Fees will be refunded only when the course is cancelled prior to course commencing, No cash refunds are made.
- Accreditation fees are non-refundable. If you do not take complete the course or accreditation for any reason, there is no entitlement to a refund.

Absence from Class:

- Students are expected to attend regularly and inform Black History Studies of any absence.
- If you have enrolled on the accredited course, attendance on the course must be sufficient to fulfil the requirements of the accreditation concerned. Poor attendance may have implications for a student's continuance on the course or gaining the qualification.

The Data Protection Act 1998

- In signing the declaration you are giving permission for information given on the Enrolment Form to be used for the following purposes:
 - a) To enable your application for entry to be considered.
 - b) To compile statistics which will enable 'Black History Studies' to monitor performance, improve quality and plan future provision.
 - c) To enable 'Black History Studies' to initiate your student record on electronic and manual file.