

Back To Work, P.O. Box 67, Basingstoke, Hants. RG24 8YG U.K.

Enquires Tel: UK 01256 351080 - International Tel: +44 1256 351080

BTW Office
Use Only

NB. Please write clearly and complete **one form for each course** applied for. Keep a copy for your records. Places can only be confirmed, for an available place, on receipt of a completed application form and full course fee. Applications only accepted at the discretion of the Course Organiser. **Use your Home address to avoid mail room delays.**

Course Dates :	Course Title :
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Listed Course Location :

Title :	First names :	MALE / FEMALE
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Last Name :

Enter **CLEARLY** your name as to appear on your certificate

Full Home Address :

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County/ State	Post Code	Country
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Your Professional Medical Qualifications (eg MCSP) & employment position

Is local accommodation list required ?	YES / NO
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Course Fee Enclosed: GB £	Payment Ref : (ie Cheque No.)	If a Pro-Forma Invoice is required, please attach FULL invoicing details
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For UK courses make payment cheques to **Back To Work** - Send Forms and Payments to Back To Work. **Contact information is important for urgent contact prior to & during the course.**

Local Accommodation Address & Telephone :

Your contact information regarding this course:

Day Tel. No.	Home Tel No.
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Mobile Tel :	Email :
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I understand and agree the Conditions of Attendance.

Signed : _____ Name : _____ Date : _____

Privacy Statement: We do not pass on or give out private individuals personal information under any circumstances! You can safely quote your ex-directory number and home address to us knowing it will never end up in the hands of a home improvements company. All information is confidential and only used for providing you with a service on matters of interest to you. We do not like receiving junk mail either.

Conditions of attendance

Attendance at any courses presented by David or Linda Tagg is in agreement with the following conditions:

1. Back To Work reserve the right to refuse applicants for courses and all courses are subject to these full conditions.
2. Acupuncture courses are presented only as Post-Graduate for medically qualified persons at the discretion of the tutors and evidence of qualification may be requested.
3. Acupressure courses are presented only as Post-Graduate for suitably qualified complementary therapists and medically qualified persons at the discretion of the tutors and evidence of qualification may be requested.
4. Photographic, Electronic, Audio and/or video recording of any tutored session or course material is not permitted.
5. Disruption of tutored sessions is discourteous and mobile telephones, pagers and other audible alarms must be turned off (not silent mode) during tutored sessions. Official short breaks are provided during the sessions for refreshment and mobile telephone use.
6. Assistance in the form of local directions or guidance and suggested local accommodation facilities will normally be provided. The course organizer/s cannot accept responsibility for any travel or local accommodation arrangements.
7. All tuition and printed material will be in English.
8. The course fee includes a 25% non-returnable administration and processing charge. Course fees that are agreed for a minimum number of registrations are subject to the agreed additional fee being payable in the event of the agreed number of registrations not being made.
9. Only monies actually received by the organizer/s is considered to be the course fee received, (i.e. International Bank Transfer fees or Credit commissions are not part of any course fee). Any unpaid fees must be paid before tutoring can be given.
10. Cancellations received over 21 days before the course, will be refunded less non-returnable charge, and no refunds can be made after this date but the substitution of a qualified attendee may be made at any time.
11. It is the responsibility of course applicants to arrange for suitable insurance to cover events such as their own cancellation **for whatever reason**. Insurance, similar to holiday insurance is available from some insurers.
12. Transfer requests received over twenty one (21) days prior to any booked course to an alternative available course may be made on payment of the administration and processing charge of the booked course. Course transfers to an alternative course within twenty one (21) days from a booked course can only be made on payment of the full course fee of the alternative course.
13. Tutoring cannot be given to any persons without full payment of the required course fee being received by the organizer/s. An issued invoice does not confirm a course place.
14. In the event of a course being full or cancelled by the organizers a full refund of any course fee received by the organizer/s or a transfer to another course will be offered as the limit of liability.
15. All course groups are of mixed sexes working in the same room. Acupuncture / acupressure course attendees are expected to work on each other during the practical sessions which may require the removal of some clothing

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