

The Lingfield Instructor Group - Lingfield Correspondence
College Office, Leigh Farm Cottage, Exton, Dulverton, Somerset TA22 9LD.
lingfieldcourses@horse-care.co.uk
ENROLMENT FORM – 2011

FIRST NAME	LAST NAME	AGE / age
Address		
Post Code	COUNTRY	Tel land line pls
E.mail (write VERY clearly please)		

- Payments from overseas students are accepted in **£Sterling only**. The easiest way to pay is on line.
- Each student and course enrolment requires a completed enrolment form.
- **Please CIRCLE:** The text relevant to your chosen course in every column - include total please

Course Name	Course No	Post - in full only	By E.mail	3 / 6 instalments	TOTAL	
Level 1 Equine Care & Management	HC1	£420	£297	£49.50 / £99	£	
Level 2 Equine Care & Management	HC2	£420	£372	£62 / £124	£	
Level 3 Equine Care & Management	HC3	£388	£300	£50 / £100	£	
Short Course 3 Eq Psych & B	SC3	£210	£177	3 only x £59	£	
Short Course 4 Practical Eq Psych & B	SC4	Special request	£177	3 only x £59	£	
Short Course 5 Feeding & N	SC5	£210	£165	3 only x £55	£	
Short Course 8 Livery Yd Mgmt	SC8	Special request	£177	3 only x £59	£	
Intermediate Eq M/ment Diploma (combines HC 1 & 2)	ID	No	£348	£58 / £116	£	
Intermediate Eq M/ment Diploma (Psych)	ID3	No	£384	£64 / £128	£	
Intermediate Eq M/ment Diploma (Practical Psych)	ID4	No	Avail. soon		£	
Intermediate Eq M/ment Diploma (Feeding)	ID5	No	£384	£64 / £128	£	
Intermediate Livery Yard Management Diploma	ID8	No	£420	£70 / £140	£	
Advanced Livery Yard Management Diploma Includes HC3	ID8A	No	avail as conversion from HC3 & ID's see web site		£	
Additional charges – pls insert details (post / FTS /Shared etc)						
INSERT TOTAL amount payable – cheques payable to 'PCLEMENTS'					TOTAL	£
Instalments: pay in instalments cheque or print S/O form on 'Courses' menu on www.horse-care.co.uk & see reverse						

For **additional charges & instalments** see over. Some Int Dip programmes will be increasing in price in 2011

I Understand and Agree:

1. That I will confirm receipt of my course within 24 hours of it being posted or emailed. That I may cancel my course within the timescale and according to the procedures laid down in the Prospectus, in writing within 14 days of posting / e mail date for long courses or 8 days for short courses and combined e.learning programmes. If instalments are being set up by standing order we must receive the form within 3 working days or the course will be terminated by us and any initial instalment already paid will be forfeited. The initial payment is non refundable in the event of cancellation by student or termination by us.
2. To confine this course and its' contents to my personal use and not to copy, store in a retrieval system, reproduce or transmit by any means any part of it whatsoever, any such copy, reproduction or transmission being an infringement of Copyright.
3. Any information given in the course material or in connection with the course, should be accepted as educated views and opinions, not as absolute truths. When dealing with unpredictable animals such as horses and ponies, students should carry out further independent research, and independent expert advice should be sought at all times. The foregoing applies particularly with regard to the practical handling, riding and caring for horses and ponies.
4. I have read and agree to: Abide by the conditions as laid out in the current Prospectus, and Pages 1 & 2 of this form. I further agree to abide by the criteria laid down for Set Work, Study Packs, course procedures, exams and any related documentation. I understand that all course material, fees/postage/exams etc. and all related information and procedures are subject to alteration without notice and to international copyright laws.

Date here must be the same as first cheque / payment due.

PLEASE PRINT & sign PRINT NAME:		Date
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If the student **is under 16**, Parent or Guardian must read the following statement and sign below: I confirm that the above student understands and will abide by No's. 1 - 4 above.

Name of PARENT / GUARDIAN:Print & sign		Date
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INFORMATION ABOUT YOU: circle or delete where appropriate. No information is passed to any third party.

1. I am: Not an owner Hope to be by Unlikely to own	2. Other involvement: I have paid work / help at friends / riding stables / livery yd	3. I used to own / loan / share When? For how long?
4. I generally ride at: At a riding stables / friends / other How long in all in years.	5. I do not ride I used to ride I am a carer / groom	I used to / now ride Occasionally / weely / other..... Hacks: How often?..... Lessons How often?.....
3. Do you OWN / SHARE / LOAN now	For how long?	Where kept ? Grass livery, DIY stables, Riding Stables, full or part Livery, Home
Any other details:		

On completion – Please **READ BOTH SIDES OF THIS FORM** & the **Check List** at the top of Page 2

CHECK LIST
Before sealing envelope Did you:
<ol style="list-style-type: none"> 1. Sign all your cheques /Standing Order Form 2. PRINT student name on reverse of cheques 3. Put all your cheques/forms in the envelope
<ol style="list-style-type: none"> 4. e.mail students: must e.mail lingfieldcourses@horse-care.co.uk asap to register their email address for the courses.

PLEASE READ ALL OF THIS DOCUMENT VERY CAREFULLY

Insert Dates of monthly standing order payments – they must be the same date each month as the first payment **or the working day prior** should it fall on a weekend or bank holiday. Make a note on front of form Please check these working days very carefully and list below

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

Pay

1. **ON LINE or by TELEPHONE BY DEBIT OR CREDIT CARD or PAYPAL**
2. **BY POST WITH UK CHEQUES**, or UK Postal Orders. Payable to PClements
3. **POSTAL ORDERS** are acceptable – payments in full with enrolment form.

Invoice / Proforma Invoice / Order No: Where applicable issued by Lingfield Correspondence – contact the office.

Pay INSTALMENTS BY STANDING ORDER

1. Pay all by standing order: Send a completed standing order form & enrolment form to us here (by post or email) and we will arrange it with your bank. No refund is available after 14 days.
2. **Pay the first instalment** by telephone or Paypal and the balance by standing order – send the S/O form & enrolment form to us and we will arrange it with your bank.

Pay INSTALMENTS BY POST DATED CHEQUES. All cheque must be sent on with enrolment form – dated on the same date on consecutive months – use the working day prior to the date if it falls on a weekend or bank holiday. Cheques Payable to PClements

SHARED COURSES: £40 - HC 1 Level 1 only. & occasionally on elements of the Intermediate Diploma (pls ask).

- Both students must complete an enrolment form. Shared fee on enrolment via Paypal (or cc by telephone)
- Shared courses are aimed at families, husband & wife or parent and child etc. Also available for 2 people using the same address, Assignments must be sent together
- Both students may sit the BHS exam. One may opt for FTS at the additional fee of £46.

ADDITIONAL CHARGES:

- **Postal Charges:** UK courses p & p free. Overseas: EU = £30 Outside EU = £40
- **FTS (Full Tutor Support)** Please see below for information £46
- **Shared Course Fee** £40. Please add to the first instalment cheque or payment.
- Alternatively pay the sharer's fee by Paypal to lingfieldcourses@horse-care.co.uk – send a separate email with full details of the payment, include name & address of sharer.

Free Tutor Support: every student has their own personal tutor on whom they may call for help & advice throughout their course. We are here to help everyone & we encourage all our students to achieve their own personal goal.

FTS - (Full Tutor Support) Level 1 only. The cost of Full Tutor Support is £46. FTS is not available with E.mail courses This option is for those who struggle with reading and/or writing. All communication regarding help and assistance in this regard will remain confidential. Please chat to Paula on the phone in the office or drop her a note if you wish.

BHS Exams: are subject to conditions stated in the Lingfield Correspondence literature and web site.

PROCEDURES for receipt of course material. Course procedures must be followed to ensure things run smoothly. There are required minimum gaps between course material being sent and minimum length of time over which a course is sent. Students must maintain contact at least every 18 months.

CANCELLATIONS & REFUNDS:

These are subject to the terms and conditions as laid down in the Prospectus. Bounced, cancelled, defaults and stopped cheques/payments will result in immediate termination of enrolment with no refund.

WE AGREE: to abide by the code of conduct for BHS Registered Instructors, BHS Trade Members, British Equestrian Trade Association membership and to conduct our business in such a way as to fit the criteria expected of course providers by Learndirect, Lantra and Sufi. We have a strict privacy policy in place and abide by regulations set out by the Data Protection act.

BOOKS & BHS STAGES TRAINING. – A short & inexpensive book list is contained in the first course module or contact the office.

2011 SPRING INCREASES:	ID	£378	HC1	£312
	ID5	£396	SC3	£177
	ID8	£432	SC5	£177
	ID8A	£492	SC8	£192