

**BOOKING NOTES**

1. One form to be completed by each applicant . Only one person per form.
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 2<sup>nd</sup> or 3<sup>rd</sup> choice of course if you are prepared to do it as you will be automatically assigned to your 2<sup>nd</sup>/3<sup>rd</sup> choice if your other choices are full. You will be put on a waiting list for your first subject if you do not put any alternative courses. **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 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 reach the Chapel for registration. On arrival walk to the Chapel in order to register for your course and collect your room keys. A Car Parking permit will be issued and must be displayed in your car.
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. Each Standard Room has a washbasin; rooms are in groups of 6 and share bathroom, shower and toilet facilities. Standard rooms are **not** suitable for members with disabilities. If you have a severe hearing difficulty, 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 SAE** for a receipt and confirmation of your place. The balance to be paid by **Saturday 7th May 2011** after which we will send you a receipt, an up-to-date map of the campus, information about your course, a daily timetable and a programme of events. Deposits cannot be refunded after this date.
10. Payment: Cheques are payable to '**South East U3A Forum**'. Please put the name of your course on the reverse.
11. Any other refunds after 7th May 2011 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 11th June 2011.  
**We would 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 Chichester Festival Theatre. Details will not be available until February. You will be informed of the programme and cost with your receipt and documents. If you would like to go please indicate: Yes I would like a ticket (non-refundable), otherwise - No I do not want a ticket.
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.

**COSTS**

Residential in en-suite accommodation (full board)	<i>(All meals and refreshments etc.)</i>	£285.00
Residential in standard accommodation (full board)	<i>(All meals and refreshments etc.)</i>	£257.00
Complete course - non-residential with evening meal	<i>(Includes lunch, refreshments, evening meal, etc.)</i>	£166.00
Complete course - non-residential but <u>no</u> evening meal	<i>(Includes lunch, refreshments etc.)</i>	£105.00

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

**PLEASE PUT THE NAME OF YOUR COURSE ON ALL COMMUNICATIONS, INCLUDING CHEQUES**