

WEST OF ENGLAND WINE SCHOOL

0796 266 3186

lys@woewineschool.co.uk

Wine and Spirit Education Trust Award in Wines Level 3 Certificate Installments - Autumn 2020

The West of England Wine School is offering this course on-line via Zoom meetings rather than at a venue. It will take place from 10.00am – 17.00pm on the following Mondays:

5/10/20

12/10/20

19/10/20

26/10/20

2/11/20

9/11/20

The programme will follow the same format of tutor-led modules as in a physical setting, and to arrange this we will mail the study pack, glasses and wines to your home address. A week prior to the first meeting you will be sent the timetable, plus a code and password to enable you to join the Zoom sessions and meet the day's lecture team. It is only necessary to meet in person on 9/11/20 for the exam.

The fee is **£635.00**, and an application form is attached which should be returned to the heading address or by e-mail. This course is normally well subscribed so if you are interested it is best to apply as soon as you can.

If you apply by post, PLEASE CONTACT ME BY E-MAIL AS WELL.

We supply six ISO tasting glasses, but you will need to provide yourself with a spittoon. The study packs will be mailed to you on receipt of your application and payment. It is best to read the book at least once before the course, and very important to read the relevant sections prior to each week's lectures. The wines will be mailed to you on a weekly basis and full details of how this operates will be sent with the timetable.

If you require any further information please do not hesitate to make contact.

Yours sincerely,

Lys Hall

Cont. P2

WEST OF ENGLAND WINE SCHOOL
Level 3 Award in Wines Zoom Course: 5/10/20 - 9/11/20
Please read the Data Protection Information on the next page and tick
the box below

Please send completed form to: Lys Hall, Course Administrator, 5 Chapel Close, Chew Stoke,
Bristol BS40 8XX **by 25/9/20**; or e-mail: lys@woewineschool.co.uk, with copy to
geoffcollins123@btinternet

Surname.....Title.....

First Name(s).....

Address..... Post Code.....

Date of Birth.....

Tel. No.....Email.....

The study pack, glasses and wine will be mailed to the above address on receipt of your signed application and fee. Please give an alternative address if you do not wish the above to be used.

Fee: £635.00: £220.00 by 5/10/20; **£215.00** by 19/10/20 and **£200.00** by 2/11/20

Cheques payable to: West of England Wine & Spirit Association or by direct transfer to:

Nat West Bristol City Office

A/C number 53890027

Sort code 56-00-05

Ref: L3/20/02/plus your name

If you pay directly into our account, please tell the treasurer at: geoffcollins123@btinternet.com

Signed.....Date.....

Invoices will be generated electronically to your e-mail address.

Please tick this box [] to show that you are happy for the WEWSA to hold and use your details, based on the association's defined usage. We will not be able to process your application if the box is not ticked.

If your employer requires an invoice on which to pay, please complete the section below:

Employer.....

Position.....

Address.....

.....Post Code.....

Telephone Your Purchase No.....

Manager's Name (capitals please).....

E-mail Address.....

Signature.....Date.....

Data Protection

Because of the more stringent Data Protection Act changes that came into force in May 2018 we need to make sure that we have your permission to use your data. Please could you read the following statement of our data usage:

The only data the WEWSA holds about people is name, title, email address, postal address, telephone number, membership type (student, individual, company etc.), membership status and company (where relevant). This is used primarily for sending details of our tastings, training courses and events and to manage bookings for these. We will also occasionally notify members of other wine related matters (e.g. job vacancies, external wine events) that we think may be of interest. Details on the mailing list will never be released to any third parties without the explicit permission of the member.

BOOKING CONDITIONS LEVEL 3

1. The West of England Wine School (the School) is the education branch of the West of England Wine and Spirit Association (the Association).
2. Vacancies on the course are allocated strictly in the order that complete and valid application forms are received. An application form without the appropriate course fee or invoice request will be invalid, and no allocation will be made until the fee has been received, unless installment arrangements have been agreed to and accepted in writing by the School.
3. If an organisation requests an invoice for a place on a course for one of its employees and that employee at any time subsequent to the invoice being raised leaves the organisation's employ, for whatever reason, the organisation which requested the invoice remains liable to pay the full course fee.
4. Full payment must be made within thirty days of invoice date (unless alternative terms have been specified on the invoice) or before the course start date, whichever is sooner.
5. If a confirmed course booking is cancelled, for whatever reason, at least fourteen working days prior to the start of the course, an administrative fee of £25.00 will be charged plus the cost of any study materials supplied, and the remainder of the course fee will be returned to the payer.
6. If a confirmed course booking is cancelled, for whatever reason, during the thirteen working days prior to the start of the course, or at any time after the start of the course, the fee remains payable in full.
7. Once a booking is confirmed any transfer to another applicant or to another course will incur an administrative charge of £25.00.
8. Candidates requiring special examination conditions because of dyslexia or other medical reasons must submit their request to the Course Administrator before the start of the course. Such requests must be supported by a doctor's certificate or similar document.
9. The Association reserves the right to change the published prices of courses or materials due to circumstances beyond their control.
10. All courses are subject to minimum numbers. The Association reserves the right to cancel courses if there are insufficient numbers of students for the course. In the rare event of a course being cancelled, we will arrange to transfer students to another course if possible. If we cannot do this, the full fee is refunded.
11. You will be enrolled as a member of the Association at no charge for the duration of the course and two years thereafter. Your personal details will be retained by the Association solely for the purposes of and in accordance with the Association Data retention statement. Your data will not be shared with any third party without your consent.

COVID 19

The exam will be run under current Covid19 regulations, both those pertaining to the venue and our own, that need to be observed during the day. A full information sheet including details will be provided the week before the exam.