



Booking Form for Accommodation and Meals

Visual Arts and Sculpture

Please fill in and email back to bookings@emerson.org.uk or send to Emerson College, Forest Row, East Sussex, RH18 5JX as soon as possible.

First Name Family Name

Date of birth MALE / FEMALE Nationality

Visa required yes no

Address

.....

Telephone Mobile

Email

Are you accompanied by a partner also studying at Emerson? Yes No

Name Course

EMERGENCY CONTACT INFORMATION

Contact Name Relationship to you

Telephone (day)..... Telephone (night)

What languages do they speak?

Address

.....

Do you have any medical condition or special needs that could affect your time with us, including special diet, any disability, or physical or mental health issues?

Yes No If you answered 'yes', please tell us about it below or on separate sheet of paper.

ACCOMMODATION AND MEALS

The College provides accommodation (single rooms) which may be located on or off the camps depending on availability. Each room is equipped with a bed, bedding, a desk and chair, desk lamp and a wardrobe. Showers and toilets as well as small kitchens are shared facilities. Our kitchens are equipped with a stove, oven, kettle and fridge. A modest range of plates, pots and pans, tools and cutlery are in the kitchens. Please bring your own towels and a torch.

Lunches are whole food vegetarian, but if you have dietary requirements we suggest that you do self catering. Accommodation and meal bookings are taken for term times only. We will inform you later a possible stays during the term breaks.

- Do you wish the College to book you a single room? Yes No
- Do you wish to book lunches Monday to Friday? Yes No
- Do you feel you can walk to and from the College in the dark? Yes No
- Will you have transport? Yes No

COSTS, PAYMENT AND CANCELLATION

Costs:

Accommodation costs £70 per week for a single room. Therefore the costs for the different terms are:

Term 1: £ 910.- (17th September – 16th December 2011) 13 weeks

Term 2: £ 770.- (9th January – 23rd March 2012) 11 weeks

Term 3: £ 700.- (16th April – 22nd June 2012) 10 weeks

A room deposit of £100 is charged to all students and will be refunded at the end of stay if there is no damage in your room and the key is returned.

Lunches are served from Monday to Friday at a cost of £27.50 per week.

Costs per term are:

Term 1: £380.- inclusive Saturday supper and all meals on Sunday on first weekend (17-18th September).

Term 2: £302.50

Term 3: £275.-

Payments:

50 % on 31st August, 50 % on 5th January 2011. If we don't receive your payment by 31st August 2010 we will cancel your booking.

Cancellation:

- Rooms and meals can be cancelled any time before 31st August 2010 to no costs. Please email or write to bookings@emerson.org.uk.
- After 1st September 2010 the 1st term needs to be paid unless Emerson College can hire the room out to another student and replace the meal booking with another student. Administration charge in this case will be £50.
- Cancellations for term 2 and 3 need to be put in writing to Emerson College 4 weeks ahead of the end to the previous term.

DECLARATION

I am willing to commit myself to contributing to the college community life. I understand that the habitual use of drugs and alcohol is incompatible with the aims of the courses.

Signed Date :

*Thank you for your booking. If you don't hear from us within 10 days, please contact us. We will confirm your booking and send you an invoice with our payment details. You can pay by cheque, bank transfer or credit card. At registration you will be shown to your room and given a key to your room.
All information will be sent out by email if possible in order to save paper.*