



The King's School Recreation Centre

BOOKING CONDITIONS FOR SWIMMING COURSES

Please read the following guidelines carefully and do not hesitate to contact the Centre if you require more information.

- Please telephone the Recreation Centre first to check there is a space available (01227 595602).
- All applications must be accompanied by payment, including any assessment fee(s). Please make one cheque payable to The King's School Canterbury. You can pay over the phone by debit/credit card to secure your place and follow this up with the appropriate form(s). We will notify candidates should there be any changes to these fees, which are beyond our control (e.g. increase in ASA assessment fees).
- All educational courses require 100% attendance in accordance with the published times.
- We will send you a receipt as confirmation that you have been accepted on the course.
- Refunds will only be considered in exceptional circumstances by applying, in writing, to the Centre Manager. If there is space, it may be possible to transfer to a future course, which will incur an administration fee of £25. No refunds will be given within 21 days of the start of the course.
- All bookings are accepted on the understanding that any regulations made by the tutor and Recreation Centre for the safety and convenience of those using the facilities will be observed.
- The King's School reserves the right to cancel any course if numbers are insufficient, in which case a full refund will be made or, if preferred, a transfer to a future course without charge.
- Candidates on all courses with a medical condition must indicate this on the application form.
- Candidates with learning difficulties enrolling on educational courses must indicate this on the application form, together with a statement/doctor's note. Every assistance will be given to complete the course, including extra time in written tests, which will be at the discretion of the tutor. It is our policy to promote equal opportunities for all our candidates.
- We have in place a complaint's procedure. A copy of our equal opportunities and appeals and complaints document will be sent to you together with the roles and responsibilities of the Candidate.
- Finally, we hope that you enjoy your course and would be grateful if you could complete our evaluation form which will be given to you at the end of the course.

The King's School Recreation Centre, 1 St. Stephens Road,
Canterbury, Kent CT2 7HU Telephone: 01227 595602

E-mail: p.murray@kingsrecreation.co.uk Registered Educational Charity No. 307942