

Personal Details:

First Name: Family/Surname: Sex:

Address:

City: County: Country:

Post Code: Tel. Home: Tel. Other:

Email: Date of Birth:

Current Membership No:

Your Membership must be up-to-date.

Membership Password:

No Membership - No Course!

This is not applicable to Entry Level Courses.

Existing Snow Qualifications:

How did you hear about us?:

Course: CSIA CASI Other **Course Nos:**

Resits: *Teaching/Coaching* *Evaluation Skiing/Riding* *Evaluation Course Setting*

Credit Card Details:

Please Note: We do not accept Amex Cards as a rule - if we have to, charges will apply.

Holder Name: Expiry Date:

Card No: Security Code:

Amount: € Signature: Cheque Credit Card

Insurance & Membership Declaration: (X)

- I have booked a Ski Academy Insurance Pack
- I have made my own Insurance arrangements and the details listed below are accurate and true

Policy Details / Number:

- I confirm my CSIA/CASI Membership is paid and up to date for the Season. I understand I will not be allowed to participate in a Course unless my Membership is current and paid up.

Signed:

Booking Declaration:

I hereby declare I have read and understand and accept the Terms and Conditions 2017-18 as outlined on the back of this Booking Form and as published on the website www.instructor-academy.com and that the Insurance Declaration (left) is accurate and true.

Date:

Signed:

Printed:



NOTE:

All CSIA Ski Instructor courses and CASI Snowboard Instructor courses, provided by Instructor Academy in Andorra, are delivered in English. Prospective candidates must be fluent in the English language, spoken and written, to be able to grasp all teaching and theory aspects of the courses.

INSURANCE:

It is your responsibility to ensure that you are adequately covered by insurance in case you have an accident while on the Course, also for travel, Course cancellation, adequate medical cover, equipment and skiing/snowboarding. You will not be allowed to participate in a course without adequate insurance cover. Please supply full details of your insurance cover to Academy Office. This is your responsibility to ensure you have the right insurance cover. We have arranged a special Insurance Scheme for our candidates. Please go to the 'Insurance' page.

PAYMENT:

£50 deposit is due on booking a Course that has not yet been confirmed. 25% due with Booking Form by way of deposit for a Course that is confirmed. All deposits are fully refundable should a course not be confirmed for any reason. Final payment is due 1 month prior to the Course start date, or later than one month if a Course date has not yet been confirmed. All payments by Credit Card or Bank Transfer for deposits and/or final payments will be converted from Euros into £ Sterling using the published exchange rates on the day of the transaction, or converted on the date of the transaction where we have bought in extras for you i.e. bus tickets, lift pass, hotel etc so you may have varying exchange rates depending on the date your extras are booked. Any outstanding payment for a Course will invalidate the Booking in resort. All payments must be made prior to departure.

PAYMENT METHODS:

We accept most major credit cards (there are some exceptions that our Worldpay Payment Gateway in the UK will not accept). We accept Bank Transfers to our UK Bank and total amount owing in £ Sterling needs to be transferred in full (check with the Academy Office before making a Bank Transfer). If you pay by cheque there will be a £2.50 administration fee (per cheque).

COURSE CONFIRMATION:

After receipt of your Deposit and Booking you will receive a Provisional Confirmation. Please do not book any travel arrangements until you receive Course Confirmation from the Academy Office. Receipts for a deposit payment do not represent Course Confirmation. When we have reached minimum numbers (i.e. deposit paid Course bookings) we will confirm your Course and you will then be able to book travel.

EARLY BOOKING DISCOUNT:

Course prices include an Early Booking Discount. The Early Booking Discount ceases on the dates noted on each Course. Any deposit paid before the discount date deadline will secure the total Course price at the Early Booking Discount rate. Any bookings with deposit received after the Early Booking Discount period has finished will not be eligible for any Early Booking Discount.

OUR COMPLAINTS POLICY:

We are committed to providing a high-quality pathway for all our students. If something goes wrong, we need you to tell us about it. This will help us improve our standards. If you have a complaint, please contact us with the details. You can write or email us at the address below.

Within 3 days we will send you an acknowledgement of receipt of your complaint and a copy of our Terms and Conditions. We will then investigate your complaint. This will normally involve passing your complaint to all parties concerned, who will review your complaint. We will respond within 21 days of receiving your complaint, confirming our final position on your complaint and explaining how the decision was reached.

REFUNDS:

The following Refund Policy will apply to any Course booking cancelled by Academy Students:-

Within 5 wks (or longer period) of Course start date - 100% refund of any deposit/course fees or hotel deposits paid (less one £25 Admin Charge)

Within 4 wks of Course Start date 75% refund of any course fees paid (less £25 Admin Charge)

Within 3 wks of Course Start Date 50% refund of any course fees paid (less £25 Admin Charge)

Within 2 wks of Course Start Date 15% refund of any course fees paid

Less than one week's notice or a no show on Course – NO REFUND. w

Refund for a cancellation at any time of any hotel booking made through the Academy Office will be made at the discretion of the Hotel concerned. An administration charge of £10 will apply to all hotel booking cancellations.

If you cancel due to a ski or snowboard related injury either before or during a Course, no refund will apply as your Insurance Cover should be adequate to cover your Course costs.

LIABILITY CLAUSE:

At any time the CSIA / Instructor Academy have the right to cancel any course, module, etc. without prior notice, and will not be responsible for any expenses incurred by the participant. Course fees will be refunded at 100%.

ASSUMPTION OF RISK, RELEASE OF LIABILITY AND WAIVER:

I acknowledge and accept that participation in courses, seminars, and other programmes (referred to herein as "Course") provided, sponsored or run by one or more of the Canadian Ski Instructors' Alliance or the Canadian Ski Coaches Federation or the Canadian Association of Snowboard Instructors or the Canadian Association of Nordic Ski Instructors or the Canadian Ski Guides Association or their Agents (collectively or individually referred to herein as the "Corporation") involves certain inherent risks, dangers and hazards, in consideration of the Corporation accepting this application, I hereby for myself, my heirs, next of kin and assigns, agree to waive all claims against the Corporation and representatives (hereinafter referred to as "Releases") and release the Releases from all liability for any loss, damage, injury or expense that I may suffer from any negligence on the part of the Releases, and any recourse resulting from any decision of the Releases with respect to my performance on the Course.

HELPFUL NOTES

- *NB: All CSIA Ski Instructor & CASI Snowboard Instructor courses, provided by Instructor Academy in Andorra, are delivered in English. Prospective candidates must be fluent in the English language, spoken & written, to be able to grasp all teaching & theory aspects of courses.*
- *To help us help you, book as soon as you can. It is impossible for us to organise schedules and travel for our Canadian colleagues without loads of prior knowledge.*
- *Please ensure all admin, course, accommodation, et al queries come through this office, it's the only way we can keep things running smoothly.*
- *Don't hesitate to call the office even if you have the tiniest query - we really do want to help.*
- *If you took a course last season and failed either the skiing or teaching, indicate which one you failed and therefore which one you need to take again this year.*
- *The rules and regulations regarding which course you can take, depend entirely on on your current Canadian qualifications. However, we have arranged courses to allow experienced instructors with other recognised qualifications to 'fast-track' via back-to-back courses.*
- *Euro/Sterling currency Exchange Rates will be calculated using the published rate on the date of booking Course & Extras.*
- *Any outstanding payment will invalidate this Booking in resort. Payment must be made prior to departure. Our UK office is open long hours and you can pay securely via the website or over the phone for last minute bookings.*