



## COURSES for 2009

### Courses held in London (7 nights):

Please indicate below the course(s) you would like to attend:

- 21L Contemporary Buildings (London)** 9-16/08/2009 € 675.00
- 21L Contemporary Buildings (London) NO ACCOMMODATION** 9-16/08/2009 € 335.00

### APPLICATION PROCEDURE

At the same time as sending your application form you are asked to pay either a deductible booking deposit payment in the sum of €150, or full course fees. Payments must be in Euros either by cheque to ABACUS (C.E.A.S.A.) at the above address, or by bank transfer to:

**Account name: ABACUS CEASA Bank: Barclays, 37 Milsom Street, BATH, BA1 1DW, UK.**  
**Account number: 65989255. Bank sort code: 20-05-06. IBAN: GB95 BARC 2005 0665 9892 55. SWIFTBIC: BARCGB22**

Evidence of the above payment must be provided with your application. Any bank charges incurred in transferring any part of course fees are to be paid by the course participant.

On receipt of your application and deposit or full course fees, we shall send you confirmation of enrolment on your chosen course; travel information; a bibliography; details of your accommodation. A course timetable will be sent to you before the start of your course.

If full course fees have not been paid on application for a course, the outstanding balance of fees is to be made 14 days before the first day of that course. Immediate full payment of course fees is kindly requested if application is made within 14 days of the beginning of a course. Participants may only attend their chosen course if they have paid full course fees.

### CANCELLATIONS AND REFUNDS

If we are unable to find you a place on the course you have chosen or if, due to exceptional circumstances, a course is cancelled, we shall refund in full your deposit or full course fees, whichever has already been paid.

Deposit payments of €150 cannot be refunded if an applicant, having already forwarded to ABACUS (C.E.A.S.A.) a deposit payment of €150 or full course fees, wishes subsequently to cancel his/her place on a course.

Once a course has started any refund of any part of course fees will only be considered if there is a very good reason and will be entirely at the discretion of the Course Director.

I have read and understand all details relating to the course/s for which I now apply; \*a deposit payment of €150/full course fees was/were credited to ABACUS (C.E.A.S.A.) by \*cheque/bank transfer (\*delete as applicable) on:

**Date** ..... **Signed** .....

All prices quoted are in Euros. ABACUS CEASA and Collaboratorio Snc reserve the right to introduce changes to the course programme; and cannot guarantee the number of participants on a course. Participants are strongly advised to take out appropriate medical, personal and travel insurance before leaving their country