



WSET COURSE BOOKING FORM L1-3

COURSE DETAILS

Select the course you are enrolling on

Course start date

YOUR DETAILS

First name

Surname

Telephone

Email

Address

Town/City

Postcode

Your date of birth

Have you studied WSET before?

Yes

No

Employer (trade only)

NB. Students are responsible for letting us know of any changes to their address or contact details during their study so we may provide notification of their results.

BILLING DETAILS *If different from above*

First name

Surname

Telephone

Email

Billing address

Town/City

Postcode

PAYMENT DETAILS *If paid on account by an employer*

If your employer holds an account with us and you wish us to invoice your employer, please complete the details below. The request must be signed by a manager who may authorise payments on behalf of your employer.

Company name

Company address

Town/City

Postcode

Manager's full name

Job title

Telephone

Email

I have read, understood, and will comply with the Booking Terms and Conditions.

Manager's signature

Date

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MARKETING CONSENT

Davy's runs wine courses, tastings and events throughout the year.

Please tick if you would like to be sent email updates about courses, tastings and events run by Davy's.

STUDENT DECLARATION

I confirm that I have read, understood, and accepted the policies on entry requirements, cancellations, refunds, transfers, missed sessions and disability/reasonable adjustment examinations. All courses are subject to minimum numbers and we reserve the right to change educators, reschedule, cancel, close, or combine courses if necessary. All students are required to present authorised photographic ID at all examinations and may be refused entry if not provided. All students consent to the sharing of their data with WSET.

Student's signature

Date

BOOKING TERMS AND CONDITIONS

We request that full payment is made at the time of booking onto your course.

Unfortunately, we do not accept provisional bookings. Your place will only be confirmed once payment has been received. We will send you confirmation via email.

For account holders only, invoice request bookings will only be accepted on a valid booking form with the required authorisation.

Your fees include study materials, provision of tasting glasses, samples, tuition, and your examination(s).

CANCELLATION

Cancellations of confirmed places are accepted up to **10 working days** prior to the start of your course. An administration fee of £25.00 will be deducted and the remainder of the course fee will be refunded to the payee. For **Level 2** and **Level 3** (only), if you wish to keep your study materials, the fee will be deducted from your refund. However, if the study pack is returned in an unused condition, the fee will be reimbursed.

If you cancel your booking during the **10 working days** prior to the start of your course, or at any time after the start of your course, the full course fee will be non-refundable and we will be unable to transfer your fees to another course or another Approved Programme Provider (APP).

Course fees will be refunded in full if Davy's changes a course date or cancels a course if enrolments do not reach the required minimum number. Notification will be provided in the **10 working days** prior to the planned course start date. Unfortunately, we are unable to reimburse any travel and/or accommodation expenses incurred.

MISSED COURSE SESSIONS

If there are occasions when you are unable to attend a session and you would like to catch-up on any missed sessions, please contact us on wset@davy.co.uk. We may be able to provide an individual session at cost.

TRANSFERS

Please be advised that we are unable to transfer your course over to the next academic year, or to another Approved Programme Provider (APP).

You can transfer a confirmed booking either to another date or another person up to 10 working days before the start of your course. Please be advised that there will be an admin fee of £25.00 plus the cost of any additional study materials where applicable.

TRANSFER OF EXAMINATIONS

Examination dates are fixed to all our courses, any transfers to an alternative date will incur an administration fee of £25.00. All transfer requests must be made in writing to wset@davy.co.uk at least **10 working days** before your examination date.

If you wish to transfer your examination within 10 working days, you will need to pay the full examination fee. All transfers for alternative courses or examination dates are subject to availability.

RESITS

In the unlikely event that you should fail your assessment, it is possible to arrange a resit examination day. Please email to wset@davy.co.uk for more information or to discuss this further.

DELIVERY OF COURSE MATERIALS

Level 1 course materials are provided on the first day of your course. They will not be sent to you in advance of your start date.

Level 2 and **Level 3** course materials will be sent to you via a courier provider once your booking has been confirmed. This could take between 5-10 working days for delivery.

EXAMINATIONS

You are required to provide authorised photographic ID (e.g. passport, photo driving licence or national ID card). Your first name and last/family name *must* match your photographic ID and must be the original documentation (photocopies or scanned images will not be accepted).

You will be *refused entry* if you fail to bring your original documentation as proof of ID. If this happens, you will have to re-book onto the next available examination or arrange a separate one, which will incur the full examination fee to be paid.

DISABILITY/REASONABLE ADJUSTMENTS EXAMINATION REQUESTS

The examination will take place as the final session of the day-time courses, the final evening of the evening courses or the final Saturday of the Saturday courses. You will not have to attend any additional days or evenings for the examination unless you have been granted 'reasonable adjustments' for your examination and/or choose an alternative date.

Requests for reasonable adjustments for **Levels 1-3 must be made at least four weeks prior to the examination date(s)**. Upon request, a form will be sent to you. You will need to complete and return the form, along with the required supporting evidence for submission, within **five working days** of receipt.

The form will be sent to WSET Awards for approval. Students taking examinations with agreed reasonable adjustments may be given the option to attend an alternative examination date – details of available dates will be advised and a separate confirmation of your examination date will be sent to you via email. Please notify such requests in the first instance via email wset@davy.co.uk before the start of your course.

We tend to create an inclusive environment for all our students and will make every reasonable attempt to provide support if you have additional access or educational needs as a result of a disability.

EXTENUATING CIRCUMSTANCES

If you are unable to attend your course/and or exam due to extenuating circumstances, please contact us at wset@davy.co.uk with any supporting evidence. Once this request is received, it will be reviewed, and a decision will be made and communicated back to you.

PLEASE SEND YOUR COMPLETED FORM TO [WSET@DAVY.CO.UK](mailto:wset@davy.co.uk)