



**Organ School Classes**  
 Application form for events  
 September to December 2011

Date	Venue	Theme		Cost per student	How many	Total	
September 10	St Giles, London EC2	Look, no feet!	*	£60.00			
October 8	St Luke, Roscoe Street	Use your ears	*	£60.00			
November 4	St Giles, London EC2	The pedal-harpsichord	*	£60.00			
November 19	St Giles, London EC2	Life after Grade 8	*	£60.00			
November 26	St Giles, London EC2	Hymns and Carols	*	£60.00			
December 3	St Giles, London EC2	Rhosymedre	*	£60.00			
						<b>Total to pay</b>	<b>£</b>

*\*classes where the number of players is restricted to six to ensure plenty of opportunity to play*

Please indicate above which classes you wish to attend and fill in your personal details below. Either enclose a cheque for the total amount (payable to **The Royal College of Organists**) or add your credit card details. Fees quoted are inclusive of VAT at 20%. If you have any queries at this stage, please contact the administrator, Marianne Barton, on 05603 460484.

**Name** \_\_\_\_\_ **E-mail address** \_\_\_\_\_  
**Address** \_\_\_\_\_  
 \_\_\_\_\_ **Postcode** \_\_\_\_\_  
**Tel/fax (home)** \_\_\_\_\_ **Tel (work)** \_\_\_\_\_  
**Mobile** \_\_\_\_\_ **Date of application** \_\_\_\_\_

*If you wish to pay by credit card, please also complete the following:*

**Name/address of cardholder** (if different from above) \_\_\_\_\_  
 \_\_\_\_\_ **Postcode** \_\_\_\_\_  
**Card number** \_\_\_\_\_ **Expiry date** \_\_\_\_\_  
**Start date/issue no.** (Maestro only) \_\_\_\_\_ **3-digit security number** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Return the completed form, plus your cheque if not paying by credit card (cheques are payable to the Royal College of Organists, not SGIOS—see above), to the College’s bookings department as follows:

**RCO Bookings, PO Box 7328, New Milton, Hampshire BH25 9DU**

You should receive confirmation of your place from us, by e-mail or post, usually within 7–10 days. If you have not heard from us after a fortnight, please check your e-mail ‘spam’ box for e-mails from us. If this shows nothing from the College, then please either e-mail [courses@rco.org.uk](mailto:courses@rco.org.uk) or telephone 05603 460484.

**Refund policy** *(please read this carefully, and note the implications)*

If you are unable to attend any of the courses for which you have booked, please let us know as soon as possible, by e-mail to [courses@rco.org.uk](mailto:courses@rco.org.uk), or by telephone to 05600 767208. Any fees you have paid will be refunded as follows:

- *Withdrawal at least 4 weeks before the class:* full refund offered, less a £5 administration fee
- *Withdrawal at least 2 weeks before the class:* 75% refund offered, less a £5 administration fee
- *Withdrawal within 2 weeks of the class:* no refund offered