



## Student Enrolment Form

Class you wish to enrol for: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

No of places required: \_\_\_\_\_

### 1. DETAILS OF PERSON MAKING THE BOOKING

Name of Person  
Making the Booking: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone no: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. STUDENT'S DETAILS – tick as applicable

- I am booking for myself and/or someone else over the age of 16.

If booking for someone else, please give name(s): \_\_\_\_\_

- I am booking for a child/children under 16. **Please also complete Section 3.**

Child's Name (1) \_\_\_\_\_

Child's Name (2) (for siblings) \_\_\_\_\_

Where did you hear about Little Needles?: \_\_\_\_\_

Would you like to hear about future courses (please supply an e-mail address)?

### 3. CHILDREN'S (8-11) & TEEN'S (12-16) CLASSES ONLY

#### Parent/guardian Details:

If not as in Section 1, please give parent/guardian name:

\_\_\_\_\_

#### Collection:

Please note, if under 12, your child will only be released from the class to a parent or named person. If you will not be collecting your child yourself, please give details of your named person:

Name: \_\_\_\_\_ Mobile no: \_\_\_\_\_

**Emergency Contact Details:**

1) Name \_\_\_\_\_ home phone/mobile \_\_\_\_\_

2) Name \_\_\_\_\_ home phone/mobile \_\_\_\_\_

Is there any medical condition, allergies (including allergies to sticking plaster) or anything else you think we should know about?:

\_\_\_\_\_

We may occasionally wish to take some photos in class for publicity purposes. These are solely for the use of Little Needles and the children are not identified. If you **do not** wish your child(ren) to be included please tick here:

**4. PAYMENT**

Please tick:

**I enclose payment of £ \_\_\_\_\_** Make cheques payable to "Catherine Davidson". Send to:  
Little Needles, 70 Holmdene Ave, London SE24 9LE

or

**I have payed by bank transfer** pay to ac no 15080837, sort code 08-92-86, payment reference: your name

I have read and agreed to the Terms & Conditions contained within

## Terms and Conditions – Little Needles

Please note that in booking a place you are agreeing to the following Terms & Conditions. These help to keep things running smoothly for everyone. We pride ourselves on our happy, friendly classes. If you have any concerns about your child or the class please raise it with your teacher or contact the office as soon as possible.

- Fees: Payment must be made in advance. We cannot guarantee to hold a place in the event of late or missed payment.
- Cancellations: Classes are popular and spaces are limited. Please let us know as soon as possible if you need to cancel so we can offer your place to someone else. We're happy to accommodate you on another date if there is space.
- Refunds for single-day and holiday classes: you may cancel your booking up to 3 weeks ahead of the class date for a full refund. At less than 3 weeks, a refund will only be made if someone else can be found to take the place. There are no refunds for non-attendance on the day.
- Refunds for weekly classes: payment is made for the term and not per class. Should your child miss a class their teacher will assist them in catching up. Refunds for missed classes will only be made in exceptional circumstances.
- In the event that we need to cancel a class a full refund will be made or a place on another suitable class will be offered. We will give you as much notice as possible, but we cannot be responsible for pre-booked travel arrangements.
- Children's classes: Please note we will not accept any child under the age of 16 into the class under any circumstances without the relevant contact details of parents/guardians, details of collection arrangements where appropriate, and notice of any serious medical conditions being provided.
- Non-attendance: Should 3 consecutive classes be missed without explanation, Little Needles reserves the right to withdraw the place.
- Little Needles reserves the right to change dates, times and prices of classes.
- Data Protection Act: In accordance with The Data Protection Act 1998 the information you provide to us will only be used for the purposes of Little Needles enrolment and communication. No information relating to any of our pupils or customers will be passed on to any third parties.
- Little Needles reserves the right to change these terms and conditions at any time.