



UK SOMMELIER ASSOCIATION COURSE RULES AND REGULATIONS

1. Contract

1.1. The terms of the UK Sommelier Association price list, the registration form and these rule and regulations constitute the terms of the legally binding contract (“the Contract”) between you, the student and London Sommeliers Limited (“the Association”).

1.2. Any enrolment application by you will be subject to written acceptance by the Association.

2. The Course

2.1. Bookings will only be accepted on valid registration forms and signed by the student.

2.2. You must attend all courses punctually unless prevented by events which are beyond your reasonable control. The maximum recommended absences are 3, any more than this, students will risk failing the final exams.

2.3. You must comply with all rules and regulations issued by Association from time to time.

2.4. The Association will be entitled to change the timing and/or content of any course and to substitute any teacher at any time, though prior notice will be given.

2.5. Every lesson will be taught in English, by professional AIS, WSET or Master of Wine speakers/tutors.

2.6. Examination dates are fixed to the course onto which you book and any transfer to an alternative date will incur an administration fee of £25.00.

2.7. All transfer requests must be made in writing or by email to (info@uksommelierassociation.com) at least 7 working days before the original examination.

2.8. Students MUST advise without delay, if at any stage, their enrolment details change. This ensures that Memberships cards, examination results, and diplomas are processed correctly and sent to the CORRECT ADDRESS.

2.9. Final examinations are divided into two. There will be one written exam, followed by an oral exam, to be taken in front of a member of the Italian Sommelier Association, two weeks after the written exam.

3. Fees and Payment Details

3.1. The 5-month course costs **£1750** inclusive of VAT, payable in three instalments to help you spread the cost, broken down as follows:

FOR THE OCTOBER COURSE:

£500.00 due by 04/09/2017 (deposit)

£625.00 due by 30/10/2017

£625.00 due by 27/11/2017

FOR THE FEBRUARY COURSE:

£500.00 due by 15/01/2018 (deposit)

£625.00 due by 20/02/2018

£625.00 due by 20/03/2018

3.1.1. Alternatively, pay £500.00 due by the due date (deposit), then subsequent 5 monthly standing order payments of £250. These must reach our account on the 25th day of each month. A standing order confirmation from your bank, must be sent to the UKSA.

Payments are to be made into the following bank details, in GBP, ensuring that any fees paid in foreign currency, MUST correspond to the exact GBP value and no less:

Santander Bank London Sommeliers Ltd

Account No: 66885981

Sort Code: 09-01-28

IBAN: GB56ABBY09012866885981

SWIFTBIC: ABBYGB2L

3.2. Fee includes study materials (5 books, note/exercise books) 100+ wine samples, food pairing, tuition and examination, and sandwiches during the class intermissions.

3.3. Enrolment on Association course is subject to payment of the deposit as set out in the instalments schedule in section 3.1. Deposit payments for late enrolments must be completed within 48 hours of registration 3.1. Deposits are non-refundable.

3.4. Following acceptance by the Association of your application, you will be contractually bound to pay the full amount of the fees. No refund will be made if you subsequently fail to attend all or any part of the course or if you fail any exam.

3.5. Deposits must be paid not less than 21 days before the start of the course, as set in the instalments schedule in section 3.1. For any late enrolments, deposits must be made within 48 hours of registration as specified in section 3.3, and the remaining instalments paid as per the original schedule in section 3.1

3.6. If the Association has agreed that fees may be paid by instalments differing from those predetermined in the instalment schedule in section 3.1., a Standing Order must be set up and be paid by the instalment dates set out by the Association. The obligation to pay each of the instalments will continue notwithstanding that you subsequently fail any exam or to attend all or any part of the course. Failure to pay any instalment by the due date or attend the course will result in the balance of the fees becoming immediately payable.

3.7. If fees are not paid by the due date, the Association will be entitled to reallocate your place (without prejudice to the obligation to pay the fees).

3.8. Any deposit and/or fees paid will only be returned if the Association is unable to offer you a place on your chosen course.

3.9. Payments using PayPal will incur a handling fee of 5%.

4. Your Conduct

4.1. If the Association considers that you have behaved in an unacceptable manner, the Association will be entitled to require you to cease to attend any course. If the Association is unable to reallocate your place, no refund of fees will be made and if payment is being made by instalments, the balance of the fees will become immediately payable.

Signed:

Full Name: