

Menorca Cruising Booking Form for VHF SRC Online Course

You may use this form by printing it out or by completing it in word and sending it to us by Email

Name:	Tel:
Address:	Mobile:
	Email:

Details of those enrolling on the course

Mr Mrs Ms	Full names/previous sailing experience and qualifications	Date of Birth	VHF SRC	Fee pp €99
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			TOTAL	.

Data Protection Act 1998

The above information will be used by us to process your booking for the course. Please see full details on page 2 of how the data will be used by the RYA. We shall also include your name and address on our mailing list. If you do not want to receive details of future course and events please tick here _____.

Booking Declaration

I understand that after completing the online course I will need to undergo an assessment in Menorca at a further cost of 60 GBP payable direct to the RYA

SIGNATURE :

DATE:

Where did you find out about us? If Internet which search term did you use?

How to Book

- When you have decided on the course you want, and checked flight availability, please email or call (00 34) 660 647 845 to reserve your dates. We cannot accept a telephone reservation unless accompanied by an emailed booking form and payment details.
- Fill in the booking form. **Email** or send a hard copy to Menorca Cruising, Moll de Llevant 303, Puerto Mahon, Mahon de Menorca, 07710 Islas Baleares, Spain.
- We will immediately confirm your reservation, with instructions for booking the assessment.
- Please make a transfer to our UK or Spanish bank account.

YOUR CONTRACT is with Menorca Cruising School, hereinafter called MCS and must be made on the MCS booking form, accompanied by full payment. By making a payment, you will be accepting the terms and conditions both for yourself and all members of your party, so please read carefully.

PROVISIONAL BOOKINGS will be accepted by email or telephone, but these must be accompanied by an email of the signed booking form with details of the bank transfer. Your booking is only accepted by us when you receive our email confirmation.

OUR PRICES - we guarantee not to increase our prices once booked.

CANCELLATION BY YOU must be in writing and will be effective from the date received at our Menorca office.

CANCELLATION BY US - We reserve the right to cancel and refund all sums already paid before the start of your course.

COMPLAINTS – You should inform us of any complaints as soon as possible and a copy should be forwarded to the School Principal in writing, within 28 days of completing your Course. These will be investigated, and we will inform you of the action we intent to take to resolve the problem. We are committed to providing a first-class service and take any complaints very seriously.

PRIVACY - By making an enquiry with us, or buying any goods or service from us, you agree to us holding your information on electronic and/or paper file and to us contacting you with news and product information. You may at any time inform us by email or in writing that you no longer want to hear from us. Menorca Cruising will never share your details with anyone else, except the RYA for all centrally held records (unless required to do so by law). You have the right to access your information at any time and alter it or remove it if required. For further information on how MCS will deal with your data, please see our privacy policy on www.menorcacruising.com

The student must satisfy him/herself that adequate guidance has been given as to the suitability of the course chosen and that the SRC software is compatible with their computer before payment is made.

DISPUTES will be conducted under English law.

Data Protection and support

To enable access to your online course we need to share some of your personal data with the RYA via your user profile in www.ryainteractive.org. This learning management website is hosted and maintained by a third party called Learning Pool, who will not use your personal information for any reason other than enabling your course.

Your name and email address will be entered on www.ryainteractive.org in order to create your user account. On your first access to the site, you will be asked to enter your address and date of birth. You will have access to the site for one year in order to complete your online course. During this period, your personal information will be held on the website by Learning Pool and be available to this training centre and the RYA for the purpose of managing your course.

Instructional support will be provided by this training centre for a period of one year from the date of your course booking.

On completion of your course, your name, email, date of birth and address will be transferred to the RYA's central database for the purpose of recording details of the course and any certification you gain as a result of it. This information allows the RYA to record your certification, to update any records they may already hold about you or your qualifications and to verify your certificate if required. After one year from the date of your enrolment on the course, your user account will be removed from www.ryainteractive.org.

Full details of how the RYA will deal with your personal information will be displayed when you first access www.ryainteractive.org.

I have read and agree to the above conditions

SIGNATURE :

DATE:

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