

SOUTH EAST U3A FORUM SUMMER SCHOOL
UNIVERSITY OF CHICHESTER – FROM MONDAY 18TH TO THURSDAY 21ST JUNE 2018

BOOKING NOTES (KEEP FOR REFERENCE)

This Summer School is organised by the committee of the South East U3A Forum for members of U3As only. It is not connected with the National Office. The address for all communications, except for note 14, is Graham & Sheila Hill (SS), 21, Yarm Court Road., Leatherhead, Surrey KT22 8NY. email: sheilajhill21@btinternet.com phone: 01372 372 165
 Extra forms and other information available at <http://u3asites.org.uk/southeastu3aforum/>

1. One form to be completed by each applicant. Only one person per form. Make a copy for your records.
2. When you put your first name, please ensure that it is the one you wish to be known by, as this will be used for your badge.
3. Booking courses: Only put a 2nd or 3rd choice of course if you are prepared to do it as you will be automatically assigned to your 2nd/3rd choice if your other choices are full. You will be put on a waiting list for your first subject. **You cannot mix courses.**
4. All applications will be dealt with on a first come first served basis.
5. Some courses may have to be cancelled if there are insufficient numbers. If, on the day, a tutor is not available, places will be offered on other courses.
6. Accommodation: Bishop Otter is a level compact campus in attractive parkland, close to the Chichester Festival Theatre. It is nearly 1 mile from Chichester City centre, a beautiful walled city with a stunning cathedral and a Tudor market cross. **Taxis are available at the railway station and should drive you to the Car Park which will be signed** (*N.B. this is not the Car Parks close to the entrance*). If you are driving your car, park in the **signposted** car park. This will then be the shortest distance to the Chapel for registration. A Car Parking permit will be issued & **must be displayed** in your car on arrival. Failure to display a permit within ten minutes of parking may result in a **large fine**. Walk to the Chapel to register for your course and collect your room keys.
7. Accommodation is in single (no double rooms) standard or en-suite rooms in villas, some on three floors with lifts, a few minutes level walk from the restaurant and teaching centre. Not all buildings with en-suite rooms have lifts. Each Standard Room has a washbasin and rooms are in groups of 6 sharing bathroom, shower and toilet facilities. Buildings with standard rooms do not have lifts and are **not** suitable for members with significant disabilities. If you have a severe hearing difficulty such that you may not hear the fire alarm at night, please indicate when registering. There is a kitchen with tea and coffee making facilities on each floor. **Towels and linen** are provided. Some hairdryers and hangers are available from Reception. Meals are self-service.
8. Schools start on Monday afternoon (registration from 3.00 – 4.00 p.m.) and close after lunch on Thursday.
9. Payment terms: **£50.00 deposit to be sent by post with the application form and, if you have not given an e-mail address, a small SAE** for a receipt and confirmation of your place. The balance is to be paid by **Monday 30th April 2018** after which we will send you an up-to-date map of the campus, information about your course, a daily timetable, a programme of events and your parking permit. Deposits cannot be refunded after this date. Send to Graham & Sheila Hill (SS), c/o the above address.
10. Payment: Cheques to be payable to ‘**South East U3A Forum**’. If you wish to pay by bank transfer indicate this on the application form. Our account details will be sent with the confirmation of your booking.
11. Any refunds after 30th April 2018 will be made at the discretion of the South East U3A Forum and we regret that refunds for cancellation (or non-attendance) cannot be made after 28th May 2018.
We strongly recommend that you consider taking out holiday insurance to cover this. It is not expensive.
12. For some courses there will be an additional fee to cover guide and admission fees etc. See course details.
13. It may be possible to purchase seats for one of the evenings for a performance at the Chichester Festival or Minerva Theatres. Details will not be available until February when you will be informed of the programme and cost. Please indicate on the application form whether or not you might like to go.
14. Pre & Post School Accommodation is available and can be booked and paid for direct to the Conference Co-ordinator at the University of Chichester, College Lane, Chichester PO19 6PE. ☎ 01243 816070. **NOT** to the Forum.

Residential in en-suite accommodation (full board)	<i>(All meals and refreshments etc.)</i>	£ 320
Residential in standard accommodation (full board)	<i>(All meals and refreshments etc.)</i>	£ 290
Complete course - non-residential with evening meal	<i>(Includes lunch, refreshments, evening meal, etc.)</i>	£ 200
Complete course - non-residential but <u>no</u> evening meal	<i>(Includes lunch, refreshments etc.)</i>	£ 150

Included in the above rates are the **Welcome Reception** on the first evening, and gratuities to the staff.

