



REGISTRATION PROCEDURE (FOR PRIVATE INDIVIDUALS)

Step 1

Confirm in writing your course booking (course date or dates and price) by sending an email to any of the following email addresses:

hello@thebritishschoolofetiquette.com or
philip@thebritishschoolofetiquette.com or
mabel.leung@thebritishschoolofetiquette.com.

After we have received your email confirmation, we will send you an Engagement Letter.

Step 2

Complete and return the Registration Form Information Sheet, and sign and return the Engagement Letter:

- Download the Registration Form Information Sheet that was sent to you as an attachment, or which can also be found on the TBSOE website at <http://thebritishschoolofetiquette.com/registration/registration-form/>.
- Print it and complete it by hand.
- Download and print the Engagement Letter (see Step 1).
- Read the Terms & Conditions of The British School of Etiquette, which are annexed to the Engagement Letter. They can also be found on the TBSOE website at <http://thebritishschoolofetiquette.com/registration/terms-and-conditions/>.
- If you agree to the contents of the Engagement Letter and our Terms & Conditions, please sign the Engagement Letter then scan both the letter and the completed Registration Form (either in PDF or any readable image file format) and return them to us as an attachment to an email sent to this address: hello@thebritishschoolofetiquette.com or return an originally signed copy of the Engagement Letter and photo copy of the Registration Form to us by regular post to:

The British School of Etiquette
Office 618
8 Shepherd Market
Mayfair, London
W1J 7JY
United Kingdom

Step 3

Fulfill the payment conditions described below.

PAYMENT CONDITIONS

1. If the time of your registration is more than 6 weeks before the agreed-upon start date of the course, a deposit of 15% of the agreed-upon course fee must be paid to The British School of Etiquette on the same date when you return to us the scanned and signed Engagement Letter and completed Registration Form. The entire balance of the agreed-upon course fee must be paid no later than 6 weeks before the agreed-upon start date of the course.



2. If the time of your registration is less than 6 weeks but more than 2 weeks before the agreed-upon start date of the course, a deposit of 50% of the agreed-upon course fee is required on the same date when you return to us the scanned and signed Engagement Letter and completed Registration Form. The entire balance of the agreed-upon course fee must be paid no later than 2 weeks before the agreed-upon start date of the course.
3. If the time of your registration is less than 2 weeks before the agreed-upon start date of your course, full payment is required at the time of confirmation of your registration when you submit the scanned and signed Engagement Letter and completed Registration Form to us.
4. All payments made to The British School of Etiquette must comply with the PAYMENT PROCEDURE described below.
5. Regarding cancellations, see our Terms & Conditions, which is annexed to the Engagement Letter and can also be found on our website at <http://thebritishschoolofetiquette.com/registration/terms-and-conditions/>.

PAYMENT PROCEDURE

All payments to The British School of Etiquette must be made using one of the following methods. Please indicate in the reference or message field of the transaction the full name of the person registered for the course and the invoice reference number when making the payment through these methods.

- 1) By wire transfer¹ in Sterling Pounds to:

TBSE Limited

(Trading as: The British School of Etiquette)

Bank Account Information

Yorkshire Bank

Account No. : 29845055

Sort Code : 05-02-00

Swift BIC : YORKGB22

IBAN : GB07YORK05020029845055

Bank Address

Yorkshire Bank

35 Regent Street

London

SW1Y 4ND

United Kingdom

¹*The payer must bear all the bank charges so that The British School of Etiquette receives the full sum agreed upon for the course, including any applicable VAT.*

- 2) By PayPal² from your account (which is linked to your debit card or credit card) to the account hello@thebritishschoolofetiquette.com.

²*The payer must bear all the transaction costs charged by PayPal so that The British School of Etiquette receives the full sum agreed upon for the course, including any applicable VAT.*