



REGISTRATION PROCEDURES AND CANCELLATION POLICY

FOR: The Academy

Registration Procedures:

- You may register a place at this event at any time pending availability; however, we do recommend that you register earlier rather than later as spaces are limited.
- ISTA only accepts registration forms completed in full.
- This registration form is to apply for your place at 'The Academy'. Once you have submitted your registration form, Jo, our Business Manager, will email you to confirm your acceptance at 'The Academy'. Only then is your place secure. Should we require any further information regarding your application, this will be in an email from Jez Gregg, our Creative Director.
- Once we have confirmed your registration you/your parent/guardian will be issued with an invoice for the full amount of the registration fees. 25% of the total amount must be paid within 28 days of the invoice, a further 50% by 30 April 2012, and the remaining 25% by 31 May 2012.
- If your registration form is submitted after 30 April 2012, you will be required to pay 100% of the registration fees by 31 May 2012.
- If payment is not received within these time periods we cannot guarantee that places will be held.

No Refund Policy:

The amounts paid are non-refundable and non-transferrable.

Cancellation Policy:

For students under 18 please note that it is the parents/guardians responsibility to ensure that these registration procedures and cancellation policies are adhered to. Please inform them of the contents of this document prior to submitting this registration form.

For students 18 and over – this is your responsibility!

- ISTA reserves the right to cancel an event due to insufficient enrolment; and/or other factors. In this case registration fees only will be refunded in full.
- Cancellations for students for 'The Academy' received after the 'Registration Window' closes, (and 'no shows') will be charged the full registration fee.
- Cancellations must be communicated directly to Jo, ISTA's Business Manager, on jo@ista.co.uk