

For completion by the parent or guardian
of a student under 18

Name

Address (if different from student's address overleaf)

Postcode

E-mail

Tel (day)

Tel (eve)

Relationship to student

Please print the name of the responsible adult(s) who will
supervise the student throughout the time of the course

I confirm that the person(s) named above will be fully
responsible for the student named overleaf, and that I have
read and understood the conditions which apply to the
acceptance of those under 18.

Signed

IMPORTANT NOTE. Under -18s should not be under
the supervision of another course member. With this
proviso, no charge (other than the cost of evening
meals taken at Sundial Court) is made for
accompanying adults supervising a student under 18,
provided that they attend in a supervisory capacity
only and do not seek directly to benefit from the
opportunities offered by the course.



The Royal College of Organists
Registered charity number 312847

**Terms and Conditions applying to the
RCO St Giles Summer Course for Organists**

1. All fees are as stated and are payable in pounds sterling.
2. Fees are subject to change only in the event of circumstances beyond the control of the course organisers, including changes in taxation and exceptional surcharges imposed by suppliers.
3. If a tutor or lecturer is absent, the organisers will provide a suitable replacement.
4. The organisers reserve the right to alter other features of the course, including venues and facilities.
5. The organisers reserve the right to refuse an application without stating the reason.
6. No less than one month's notice will be given should the organisers be forced to cancel the course. In the case of cancellation by the organisers, fees paid will be refunded in full. Please note that the organisers cannot take responsibility for other costs incurred by applicants (for this reason, we strongly recommend that you take out travel insurance).
7. Deposits are non-refundable (except in the event of a course cancellation), and cover administration costs.
8. Applicants will be advised of the date on which the balance of the fee becomes due. After this date, the organisers reserve the right to re-allocate any places for which the fee has not been paid in full.
9. In the event of cancellation by the applicant, a refund of fees (excluding the deposit; see note 7) will be allowed as follows:

Notification received	% refund of fees
up to and including 31 May 2009	100%
between 1 and 30 June 2009	50%
on or after 1 July 2009	Nil
10. If you have special dietary requirements, please specify.
11. Anyone with a disability is strongly advised to consult the course organisers before booking as certain disabilities might make it difficult for students fully to participate.
12. Applications for this course are accepted from under-18s provided that they are under the direct supervision of a responsible adult at all times.
13. Applicants are responsible for arranging and paying for their own accommodation, and the organisers cannot take any responsibility for the quality and suitability of this.
14. Pets are not allowed. It may be possible to accommodate assistance dogs if advised in advance.
15. Photographs may be taken during the course and used for the purposes of marketing and publicity.

Royal College of Organists
PO Box 56357, London SE16 7XL
tel: 05600 767208; e-mail: summercourse@rco.org.uk

RCO St Giles Summer Course FOR ORGANISTS

Oundle
FOR ORGANISTS



The Royal College
of Organists



Monday to Saturday
3 – 8 August 2009
in the City of London

**A course for organists of
all levels and abilities**
personally tailored to your
own requirements

Course Director
Anne Marsden Thomas

with tutors from
St Giles International Organ School
www.organschool.com

*'The most enjoyable course of any type
I have ever been on!'*

'Excellent course in terms of options and choices.'

'Tutors were inspiring, very patient and full of ideas.'

*'Seamless integration of people of different ages,
experience and potential.'*

RCO St Giles Summer Course for Organists

Monday 3 to Saturday 8 August 2009
in the City of London

About the course

This 5-day course, centred on the church of St Giles' Cripplegate EC2 with its three pipe organs, caters for organists of all levels and abilities, allowing you to progress at your own pace, concentrate on the things which are important to you, and learn from those around you. It offers

- 5 levels of study from beginner to advanced
- a range of up to 20 pipe organs for classes, concerts and private practice
- over 70 events from which to choose
- your own individually tailored timetable
- expert teaching from tutors of St Giles International Organ School
- performance opportunities for all participants

When we receive your completed booking form and deposit we will send you all the preliminary paperwork. As well as a General Information booklet, and list of accommodation options, this will include

- the provisional timetable
- an individual timetable request form (to be returned)
- the repertoire list
- details of the various class options available

These should be read carefully before completing your individual timetable request, to ensure that we allocate you to the correct classes for your ability.

Accommodation

Residential accommodation is not provided, and students are responsible for their own arrangements. A list of options will be sent, but we have provisionally reserved places at Sundial Court, six minutes' walk from St Giles, for students to book themselves at the rate of £33.50 per person per night (bed & breakfast). Please note there will be no lift this year, so if stairs are a problem, please make this known at the time of booking. E-mail sundial@gsm.ac.uk to secure your place (those without e-mail should write to the Bookings Manager, Sundial

Court, 38–42 Chiswell St, London EC1Y 4SB). Be sure to quote 'RCO/St Giles course' as the reference in either case. You will be sent a credit card form for completion **which must be returned before 30 April**; only when you return this with payment will your booking be confirmed.

Evening meals are pre-arranged, and the cost included in your course fee. *Do NOT book these with Sundial Court!*

Fees

Discounts are available for RCO Members and students of St Giles International Organ School (we regret it is not possible to offer double discounts to anyone who qualifies under both headings). A further reduction is offered to applicants whose booking form and deposit are received on or before 28 February 2009.

Bookings received by 28 February £432

As above: RCO / St Giles reduced rate £410

Bookings received from 1 March £455

As above: RCO / St Giles reduced rate £432

(all the above fees are inclusive of VAT at 15%)

To secure your place on the course, complete the booking form opposite and return it, with a minimum deposit of £50, to the Royal College of Organists (address at the top of the form). If you prefer, you may pay in full immediately (this will in no way affect your entitlement to any refund: see *Terms & Conditions* overleaf). Sterling cheques should be payable to **The Royal College of Organists**, or we can charge the amount to your credit card. For those who do not pay in full at the outset, the balance is payable no later than 31 May 2009.

Bookings may be accepted after 31 May 2009, but the full fees will be payable immediately.

Under eighteens

This course is structured with adult students in mind. Under 18s often join us and are always welcome, but must at all times be under the supervision of the adult(s) nominated overleaf. A parent/guardian of a student under 18 should tick the box at the foot of the booking form, and complete the additional information on the reverse.

Booking form: RCO St Giles Summer Course

Return to the Royal College of Organists,
PO Box 56357, London SE16 7XL
with the appropriate deposit

Name of student	
Address	
Postcode	E-mail
Tel (day)	Tel (eve)
Any special dietary requirements	
Booking category (tick one of the following four boxes)	
Reduced fee (bookings received by 28 February)	<input type="checkbox"/> £432
Reduced fee with St Giles/RCO discount	<input type="checkbox"/> £410
Standard fee (bookings received from 1 March)	<input type="checkbox"/> £455
Standard fee with St Giles/RCO discount	<input type="checkbox"/> £432
Deposit enclosed (minimum £50) £	
Enclose a cheque payable to the Royal College of Organists, or give credit card details below	
Card no.	
Issue date	Expiry date
Security no.	
Signature	
Cardholder's name/address (if different from above)	
Postcode	
Students under 18 are welcome to attend this course, but must be supervised at all times by the adult(s) nominated overleaf. If the student is under 18 at the time of the course, please tick this box and fill in the additional information on the reverse. <input type="checkbox"/>	