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**HARTLEBURY CASTLE ADULT LEARNING BOOKING FORM**

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| Course: | Royal Horticultural Society Level 2 Theory of Garden Planning, Establishment and Maintenance | £600 |
| Date of booking: |  |  |

**Contact details**

|  |  |
| --- | --- |
| Name: |  |
| Contact email: |  |
| Contact number: |  |
| Address: |  |
| Emergency contact name and number: |  |

**Additional support**

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| --- | --- |
| Do you have any accessibility requirements?  If yes, please provide details. |  |

**Deposit**

A £100 non-refundable deposit is required to secure a place on the course.

Payable by cheque, card, or cash in person, or over the phone by payment card.

* Call 01299 250797 or email activities@hartleburycastle.com
* Post to Hartlebury Castle Preservation Trust, Hartlebury, Worcestershire, DY11 7XZ

To be completed by Hartlebury Castle bookings -

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| Date of deposit and amount: |  |
| Method of payment: |  |
| Amount owing: | Balance to be paid 2 weeks before the start of the course. (09/09/2019) |

**Exam fees**

The exams are optional and are not included in the course fee. Fees are payable upon the decision to enter for the exam.

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| R2111 | Understanding garden features, plant selection and planning | £16 |
| R2112 | Understanding the choice, establishment and maintenance of garden plants and lawns | £16 |
| R2113 | Understanding the production of outdoor vegetables and fruit | £16 |
| R2114 | Understanding protected environments and their use in plant cultivation | £16 |
|  | Administration fee | £25 |

**Quick questions**

Where did you hear about the course?

Do you have any previous horticultural qualifications?

Please direct any questions to [activities@hartleburycastle.com](mailto:activities@hartleburycastle.com) or call 01299 250 797.

**Data protection**

Hartlebury Castle Preservation Trust is committed to using your information fairly and lawfully, ensuring transparency and respect for the rights of the individual. This data is collected for the administration and delivery of the adult course and will be accessed by Hartlebury Castle Preservation Trust and associated tutors. Your data will be stored securely for the duration of your studies and disposed of securely after it is no longer necessary.

If you have any queries about how the Trust treats your data, please contact us at [admin@hartleburycastle.com](mailto:admin@hartleburycastle.com). The Information Commissioners Office (ICO) is the supervisory body responsible for protecting individual’s access to information and further information can be found on their website at <http://ico.org.uk>

Please return this form when completed:

**By email -** [**activities@hartleburycastle.com**](mailto:activities@hartleburycastle.com)

**By post –** Hartlebury Castle Preservation Trust, Hartlebury, Worcestershire, DY11 7XZ

**In person –** Reception at Hartlebury Castle