Aqua Swimming
33 Chipstead Park, Sevenoaks, Kent TN13 2SL
Tel: (01732) 455800 Fax: (01732) 455801
Email: admin@aquaswimming.ltd.uk
Web: www.aquaswimming.ltd.uk

NEW SWIMMER REGISTRATION FORM

Preferred location - please tick as applicable:- **WALTHAMSTOW HALL, Sevenoaks** ☐ **Preferred day: Mon ☐ Wed ☐ Sat ☐**	**KENT COLLEGE, Pembury** ☐ **Day: Saturdays only**	
Surname:	**First Name:**	☐ **Male** ☐ **Female**
Address:		
Post Code:	**Date of Birth:**	
Tel No:	**Mobile:**	
Email:		
Parents: (if child under 16 years)		
Relevant Medical Conditions:	**Previous certificates/badges:**	
Requested course level (please refer to questions):	**Course Ref (Office only):**	
Where did you hear about us?	**I have been introduced by:-**	

TERMS & CONDITIONS OF BOOKING

One ***half term's written notice*** is required prior to withdrawal of a swimmer from the swimming school otherwise a half terms fees **will** be charged. Withdrawals apply to the following term's swimming.

ALL swimmers are required to wear a swimming hat. These are available from the Aqua Swimming office.

NO REFUNDS are given should any lesson have to be cancelled for any reason outside the control of Aqua Swimming Ltd (this includes swimming pool malfunction) or if lessons are missed owing to holidays, sickness or other absences. It ***may*** be possible, on ***some*** occasions, to arrange 'make up' sessions at the end of the term or offer an alternative class to attend if a session or sessions are cancelled by the swimming school.

BOOKING & REGISTRATION PROCEDURE:

Existing Swimmers: Existing swimmers are emailed an initial 'prompt email' followed by a second email allocating a place for the next term based on the Instructor assessment. The completed '**PRIORITY RE-BOOKING FORM'** must be returned promptly, and by no later than the **DEADLINE DATE** given, together with payment. If your child has completed all the criteria at their current level, they will be moved up, otherwise they will stay at the same level until all the relevant skills have been achieved. Please note session times do vary from term to term. We will take consideration of siblings and try to place them either at the same time, or as near one another as possible, however this cannot be guaranteed. Failure to book and send the full course fees by the requested deadline date will result in a late booking fee charged of £10.00. Any cheques returned as unpaid will be subject to a £5 administration fee.

New Swimmers*:** must, in the first instance, contact the Aqua Office to discuss the ability level of the new swimmer and then complete and return a ***New Swimmer Registration Form together with the appropriate payment. New Swimmers are allocated places *after* existing swimmers have booked. Payment MUST BE MADE, IN FULL, BEFORE THE START OF TERM Any cheques returned as unpaid will be subject to a £5 administration fee.

I enclose the full course fee of £……(cheques payable to Aqua Swimming Ltd) and confirm I have read, understand and agree to abide by the 'Terms & Conditions of Booking' as stated above. All cheques and forms to be sent to: Aqua Swimming Ltd, 33 Chipstead Park, Sevenoaks, Kent TN13 2SL. Any cheques returned as unpaid will be subject to a £5 administration fee.

Signature (parent/guardian)……Date:……

Office Use Only: Course Ref/Level:……Day:……..Time:…….Confirmed: ……..Initialled:……..