



VINCREST INTERNATIONAL WSET® Course Booking Form

Important Guidelines For Completing This Form:

All sections of this form must be clearly completed in BLOCK CAPITALS.

Please ensure that you read the booking terms and conditions.

Send the completed form to: **Vincrest International**

Address: 3rd Floor, Crawford Tower, 99 Jervois Street, Sheung Wan, Hong Kong

SECTION A1: Personal Details (All Fields are COMPULSORY)

Surname: _____ Mr/Mrs/Miss/Ms (please circle the appropriate)

Other Name(s): _____ Preferred First Name: _____

Telephone No. (Home/Office): _____ Mobile Telephone No: _____

Email: _____

SECTION A2: Examination Registration (All Fields are COMPULSORY)

Please write down clearly your name that you wish to appear in the certificate in the field below.

Name on Certificate:

Date of Birth: _____ Candidate Number (if any): _____

Address (for posting certificate): _____

SECTION A3: (For Trade Only)

Company Name: _____ Position: _____

Your details may be used by us to keep you informed of our courses and events.

We never pass our customer's details to other parties except as stated in our Personal Information Collection Statement.

We send information by email, so please ensure you have entered your email address.

If you would prefer not to receive information from us please tick this box

SECTION B: THE COURSE

(Foundation, Intermediate, International Higher or Advanced)

I wish to apply for a place on the following course:

- Level 1 Foundation Course in Wines
 Course with Exam Exam Only (#Exam Paper: Hospitality / Retail [please circle the appropriate])
- Level 2 Intermediate Certificate in Wines, Spirits and Other Alcoholic Beverages
 Course with Exam Exam Only
- Level 3 International Higher Certificate in Wines and Spirits
 Course with Exam Full Exam Only Theory Exam Only Tasting Exam Only
- Level 3 Advanced Certificate in Wines and Spirits
 Course with Exam Full Exam Only Theory Exam Only Tasting Exam Only

Course Code: _____

Course Date*: _____

Exam Date (For Exam-Only Students): _____

Unless specially requested, students in wine trade should choose Retail paper for Level 1 Exam. Others should choose Hospitality paper.

* Upon enrolment to a course, students should **not** change the course date (including the exam date) for any session, otherwise an **administrative charge of HKD\$ 150** will be incurred for **every** session changed.

SECTION C: STUDENTS DECLARATION

I certify that I have read and agreed to the notice about booking terms and conditions, set out in the attached and all details provided in this form are correct.

Signature: _____

Date: _____

SECTION D: OTHER INFORMATION

1. If you studied WSET courses with us before, please circle the course(s) and state the course code:

Foundation / Intermediate / International Higher / Advanced

Course Code: _____

2. Please state how you came to hear about Vincrest International / the course you are applying for:
Please tick the appropriate box(es):

<input type="checkbox"/>	Friend(s)/Colleagues	<input type="checkbox"/>	Wine Importers/ Wine Retailers
<input type="checkbox"/>	Internet (Name: _____)	<input type="checkbox"/>	Wine Events/ Wine Fairs
<input type="checkbox"/>	Newspaper (Name: _____)	<input type="checkbox"/>	Television/ Radio
<input type="checkbox"/>	Magazines (Name: _____)	<input type="checkbox"/>	From Overseas

For **others**, please state:

SECTION E: PAYMENT

After completion of this form, course payment can be arranged by:

- A. Cash Deposit or Cheque Deposit to Bank Account below**
- B. Cash Payment / Cheque Payment / EPS / American Express/ Visa/ MasterCard in Person**
- C. Online Transfer into the Bank Account below:**
- D. Cheque Payment by post to:**

Vincrest International, 3/F, Crawford Tower, 99 Jervois Street, Sheung Wan, HK

Bank Account Details

Bank Name: The Hong Kong and Shanghai Banking Corporation Limited

Account Name: Vincrest International

Account Number: 808-218168-838

If you require a receipt for your company or yourself, please indicate in the box in order that this can be processed at the same time as your registration application. Please include company details where applicable.

If you wish us to invoice your employer please indicate in the box and complete the details below. The request **MUST BE** signed by a Manager who may authorise payments on behalf of your employer.

Company _____

Address _____

Manager's Declaration

I have read and understood and will comply with the terms stated in the Booking Conditions and in the entire application form.

Manager's Name _____

Manager's Signature _____

SECTION F: Examination Arrangement

Change of Exam Date:

Unless another exam date is stated in the application form as per prior agreement, candidates registered to a particular course **must follow** the exam date accompanying that course.

Candidates will incur an **administrative charge of HKD \$150** for any changes on the exam date after the course commencement but before its exam registration, which is 14 working days before the exam date.

Once registered for the exam, i.e. 14 working days before the exam date, if candidates are unable to attend the exam on that date, candidates will have to pay the exam fee again.

SECTION G: WSET® Booking Terms and Conditions

VINCREST INTERNATIONAL

1. Vacancies are allocated strictly in the order that complete and valid application forms are received. An application form without the full fee, proof of payment or invoice request will be invalid and no allocation will be made until the fee has been received.
2. All applications will automatically be booked for a place on the examination date(s) relating to that application. Any applicant who wishes to postpone their examination will be charged the full resit fee. Students who have already taken and passed the exam may not resit it. Candidates who have been unsuccessful at passing the exam may retake it as many times as required to achieve a pass grade, but once passed, a retake of the exam to improve their grade is not allowed.
3. A booking is for a place on a specified course (where the booking includes a course). If a student is unable to attend a session due to illness or unavoidable work commitments, Vincrest International will try to assist and find a suitable alternative but there is no guarantee that such an alternative will be available. Any individual session change will incur an administrative charge of HK\$150. No requests will be processed without payment in advance. [Note: No suitable arrangements are possible for Diploma courses].
4. Candidates requiring special examination conditions because of dyslexia or other medical reasons must submit their request at the time of their application to Vincrest International. Such requests must be supported by a doctor's certificate or similar document.
5. Vincrest International reserves the right to change the published prices of its programmes or materials or cancel courses or examinations if necessary.
6. If an application is cancelled, for whatever reason, up to eleven working days prior to the start of the course or 30 working days prior to the first examination relating to that application (whichever comes first), an administrative charge of HK\$500 will be charged, plus the cost of any study materials supplied, and the remainder of the course fee returned to the payee.
7. If an application is cancelled, for whatever reason, during the ten working days prior to the start of the course or less than 30 working days prior to the first examination relating to the application (whichever comes first), or at any time after the start of the course or after the first examination relating to the application, the fee remains payable in full.
8. Once an application has been made, any transfer to another course, or to another applicant, will incur an administrative charge of HK\$500. Transfers will only be accepted up to ten working days prior to the start of the course or 30 working days before the first examination relating to that course (whichever comes first).
9. If an organisation requests an invoice for a place on a course for one of its employees and that employee, at any time subsequent to the invoice being raised, leaves the organisation's employ, for whatever reason, the organisation which requested the invoice remains liable to pay the full course fee.

Personal Information Collection Statement

The personal data collected in this application will be used by Vincrest International to process your registration for the wine course and/or examination(s) detailed in the application form and for examination registration purposes.

Failure to provide any personal data included in the form (including full details of date of birth) may result in an inability on the part of Vincrest International to successfully register you for the appropriate course and examination.

Your personal data may also be used to keep you informed of other courses and events offered by Vincrest International. There is a box on the application form to mark your wish not to be kept informed of such courses and events.

Your data may be transferred to the Wine and Spirit Education Trust[®] (WSET[®]) in the United Kingdom for examination purposes as well as to confirm that you have previously passed any relevant examination in order to qualify for the course and/or examination(s) you are applying for.

In turn, WSET[®] may transfer that data in relation to examination formalities such as, but not limited to, in relation to the UK's Qualifications and Curriculum Authority (QCA). WSET[®] may also make use of your data to contact you direct about issues relating to the WSET[®] Diploma and other WSET[®] related issues.

Under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right of access to, and to request correction of, your personal data. If you wish to exercise any of these rights, please contact Vincrest International on (852) 2581 4588 or e-mail on wset@vincrest.com.

SECTION H: Typhoon Arrangement

Typhoon and Black Rainstorm Warning Signals Arrangements

For classes that have not yet started:

If Typhoon Signal No. 8 (or above) or the Black Rainstorm Warning Signal is in force **within 4 hours before** the class/exam time, classes & exams will be cancelled as indicated below.

Make-up classes, if applicable, for the classes affected, will then be scheduled subject to centre's arrangement.

For classes that have already started:

When Typhoon Signal No.8 or above is hoisted	Immediately suspend
When Black Rainstorm Signal is in force	Continue
When Typhoon Signal No.3 or Red Rainstorm Signal	Continue

FOR OFFICE USE ONLY

Checked by : _____

Study Materials: _____

Date: _____