

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

Name

Address (if different from student's address overleaf)

Postcode

Tel (day)

E-mail

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. I  
also understand that the student may be asked to leave should the  
level of supervision be considered unsatisfactory.

Signed

**IMPORTANT NOTE.** No charge is made by the College  
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.



Royal College of Organists

Correspondence address: PO Box 7328, New Milton BH25 9DU  
telephone (bookings): 05603 488231  
website: [www.rco.org.uk](http://www.rco.org.uk) email: [courses@rco.org.uk](mailto:courses@rco.org.uk)

## Terms and Conditions applying to the RCO Academy Summer Course

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 teacher 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. In the event of the organisers being forced to cancel the course, fees paid will be refunded in full. Please note that the organisers cannot take responsibility for any other costs incurred by applicants (for this reason, we strongly recommend that you take out travel insurance).
7. The £50 deposit is non-refundable (except in the event of a course cancellation as above), and covers 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 2017	100%
between 1 and 30 June 2017	50%
on or after 1 July 2017	Nil
10. 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.
11. Applications for this course are accepted from under-18s provided that they are under the direct supervision of a responsible adult at all times.
12. 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.
13. Pets are not allowed. It may be possible to accommodate assistance dogs if advised in advance.
14. The organisers may arrange for photographs to be taken during the course and used for the purposes of marketing and publicity.



THE ROYAL COLLEGE  
OF ORGANISTS

PATRON HM THE QUEEN

Incorporated by Royal Charter  
Registered Charity number 312847  
[www.rco.org.uk](http://www.rco.org.uk)

Monday to Saturday  
31 July–5 August 2017  
City of London

## RCO Academy Summer Course



Catherine Ennis  
Course Director

A course for organists of all levels and  
abilities, individually tailored to your  
own requirements with inspirational  
tuition from RCO Academy teachers.



[www.rco.org.uk](http://www.rco.org.uk)

- 'Essential skills – inspiring; workshops – enjoyable; lessons – amazing, brilliant; church services – uplifting.'
- 'Every member of staff is superb.'
- 'As a first time student I was made to feel really welcome and I was impressed with how everyone made an effort to speak to me and ask if I needed help.'
- 'A fantastic, immersive experience.'

# The RCO Academy Summer Course

Monday 31 July to Saturday 5 August 2017  
in the City of London  
(founded by Anne Marsden Thomas MBE)

## About the course

This 6-day course, based in the heart of the historic City of London, is centred on the church of St Giles, Cripplegate EC2 with its three pipe organs. The course 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:

- 7 levels of study from beginner to advanced
- a range of up to 20 pipe organs for tuition, concerts and private practice
- over 70 events from which to choose
- your own individually tailored timetable
- expert teaching from RCO Academy teachers
- performance opportunities for all participants

Book online at [www.rco.org.uk](http://www.rco.org.uk) (select the Learning tab) where you will also find a link enabling you to download the General Information booklet and other preliminary paperwork. This will include an individual Timetable Request Form (TRF), which must be completed as soon as possible and returned immediately to the address at the top of the TRF. All the information you need to enable you to complete your TRF will be found in the General Information booklet, so please read this diligently before completing the form, even if you are a returning student. A carefully completed TRF will ensure that we allocate you to the correct classes for your ability.

Send us your completed Timetable Request Form as soon as you can; certainly no later than 31 May by which date the full fees are payable. Make a note in your diary the week before!

## Accommodation and meals

Students are responsible for booking their own accommodation and meals. We will send suggestions for accommodation in the area, and have provisionally reserved places at Sundial Court, six minutes' walk from St Giles, for students to book bed and breakfast at the rate of £53.20 per person per night (includes VAT as applicable). Email [sundial@gsmd.ac.uk](mailto:sundial@gsmd.ac.uk) to secure your place (if you don't have email, write to the Bookings Manager, Sundial Court, 38-42 Chiswell St, London EC1Y 4SB). Quote 'RCO Summer Organists Course' as the reference in either case. Students may also book dinner at Sundial Court where they can

eat with others in the group (*any student who is unfamiliar with the City of London is strongly encouraged to do this*). If you are booking residential accommodation at Sundial Court, please state at the time of booking if you also want dinner (quoted at £10.50 per meal). If you wish to book dinner only, please email [sundial@gsmd.ac.uk](mailto:sundial@gsmd.ac.uk) with your requirements (see above). Remember that a communal meal contributes to group interaction, which is an important part of this course.

## Fees

Discounts are available for RCO Members or those learning with an RCO Academy teacher (we regret we cannot offer double discounts to those who qualify under both headings). A further reduction is offered to applicants whose booking and deposit are received on or before 28 February 2017. Please book online at [www.rco.org.uk](http://www.rco.org.uk) if you can, or telephone 05603 488231; otherwise complete the booking form opposite and return it, with a minimum deposit of £50, to the College Bookings address (see top of form). You may pay in full immediately, which 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 2017. Bookings may be accepted after 31 May 2017, but the full fees will be payable immediately.

<i>All fees are inclusive of VAT at 20%</i>	
Bookings received by 28 February	£515.00
As above with RCO/RCO Academy discount	£480.00
Bookings received from 1 March	£545.00
As above with RCO/RCO Academy discount	£505.00

## Under eighteens

Although this course is structured with adult students in mind, several under-18s join us each year and are always most welcome. They must *at all times*, however, be under the supervision of the adult(s) nominated overleaf. **If the course organisers feel at any time that the level of supervision is insufficient, then the student's parent/guardian may be asked to remove the student from the course.** 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.

The Royal College of Organists is a registered charity no. 312847



Booking form: 2017 RCO Academy Summer Course  
Return to RCO Bookings, PO Box 7328, New Milton,  
Hampshire BH25 9DU tel: 05603 488231  
Book online if you can at [www.rco.org.uk](http://www.rco.org.uk)

Name of student	
Address	
Postcode	
E-mail	
Tel (day)	Tel (eve)
Please complete if you are claiming an RCO discount My RCO membership number is ..... My RCO Academy teacher is .....	
Booking category (please tick one of the following four boxes)	
Bookings received by 28 February	£515 <input type="checkbox"/>
As above with RCO/RCO Academy discount	£480 <input type="checkbox"/>
Bookings received from 1 March	£545 <input type="checkbox"/>
As above with RCO/RCO Academy discount	£505 <input type="checkbox"/>
Deposit enclosed (minimum £50) £	
Enclose a cheque payable to the Royal College of Organists, or give card details below	
Card no.	
Issue date/number	Expires
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 will be under 18 on the first day of the course please tick this box and fill in the additional information on the reverse of this form. <input type="checkbox"/>	