

Western Chan Fellowship CIO Retreat Booking Form

You may **book and pay online** at <https://www.westernchanfellowship.org/events-and-retreats/>

For online bookings your stored details will be available so that you do not have to complete your personal details on each occasion that you book a retreat.

The online calendar displays up to date information on availability of retreat places and bursaries, so this is where you should check if you wish more information on availability before submitting your booking. The bookings secretary cannot tell you anything additional to what is displayed there.

To book a retreat by post, complete this form and **send with full payment** to the Western Chan Fellowship Bookings Secretary at the address overleaf.

Please make cheques in UK Sterling (only) payable to the 'Western Chan Fellowship CIO'.

For **Bank transfers** within UK:

A/c "Western Chan Fellowship CIO 1166162", A/c no: 65828612, Sort Code 08-92-99

For **International transfers**: **SWIFT/BIC**: CPBKGB22 **IBAN**: GB77CPBK08929965828612

Please read the Booking and Cancellation Conditions, and Data Protection Notice, overleaf

PLEASE PRINT CLEARLY

Retreat Title: _____ Retreat Venue: _____ Retreat Start Date: _____

Full Name: _____ Gender: Male / Female

Address including Post Code: _____

Date of Birth: _____ Email: _____

Home Phone: _____ Mobile Phone: _____

Next of Kin name and telephone (in case of accident/illness on retreat): _____

Previous retreat experience: _____

All meals are vegetarian. Please state any additional special dietary requirements:

Please advise us of any health issues relevant to your attendance at retreat, such as mental health problems, diabetes, epilepsy, allergies:

Any other requirements or information:

Lifts: If you tick the "Offer lift" box, then your contact details will be given to those people who need a lift. If you would like a lift (if available) then please tick "Request lift" and your contact details will be given to anyone offering a lift. The origin of retreat attendees is variable and no guarantee can be made that a lift will be available even if you request one. Offer Lift: Request Lift:

Bursary Requested (if available): Retreat Fee Enclosed: £ _____

Optional donation to WCF e.g. for Bursary Fund: £ _____

Retreat and Venue Information

Before submitting your booking, please review the information published in our retreat programme and on our website to ensure that you understand the nature of our retreats and of our venues and accommodation.

Booking and Cancellation Conditions

Bookings are not transferable.

When booking to attend a retreat we require you to commit to participate in the whole retreat from start to finish, arriving in time for the start and staying until the end. It is disruptive to others on a retreat if someone arrives late, leaves early, or is not participating fully. Committing and participating fully and wholeheartedly supports your fellow retreatants and respects the retreat teachers who are volunteers offering their time freely. If you do not arrive by 7:30pm on the first evening of the retreat this will be treated as a no-show and so as a late cancellation, i.e. your booking is cancelled with no refund of fee payable. You will not be admitted to the retreat even if you arrive subsequently.

We send confirmation messages and retreat information by email. Please check your spamfolder, and add the following address to your address book to lessen the risk of the messages going into your spamfolder:

admin@westernchanfellowship.org

Cancellation by you

- If you cancel at least four weeks before the start of your retreat we shall refund the fees paid by you less an administration charge of £20.
- If you cancel between four and two weeks before the start of your retreat we shall refund you 50% of your retreat fee, unless we take a replacement booking in which case we shall refund your fee after deducting the administration charge of £20.
- If you cancel within two weeks of the start of your retreat your full retreat fee will be forfeited, unless we take a replacement booking in which case we shall refund your fee after deducting the administration charge of £20.
- For cancellations more than four weeks before the start of your retreat we usually, subject to our volunteer staff availability, make your refund within ten working days of your cancellation. Processing of refunds for cancellations within four weeks of the start of your retreat will be deferred while we determine whether we can replace your booking, and so may not be paid until ten working days after the start date of the retreat.
- If there are exceptional compassionate grounds for a late cancellation, let us know as soon as possible by writing to the [WCF secretary](#) enclosing independent evidence such as an appropriate medical certificate. In such cases we may consider refunding part of your retreat fee. Please note though that this is entirely at our discretion.
- If you fail to attend without giving any notice the full retreat fee will be forfeited.
- A £20 administration fee is applied to all cancellations and the remaining balance is transferred to the Support Fund

If you wish more protection against loss of fees due to inability to attend then travel insurance may be available to cover this risk.

Cancellation by us

In the event that we have to cancel your booking for any reason, we will notify you of this as soon as possible and refund any fees paid by you. We will endeavour to make this refund as soon as possible and in any event within 30 days from the last day of the cancelled retreat. In this event our liability to you is limited to refund of fees already paid by you, and does not include reimbursement for any consequential losses which may be incurred by you such as non-refundable travel tickets. If this is a concern for you then you may wish to take out appropriate holiday insurance which includes cover for cancellation.

Bursaries (Concessions)

The Western Chan Fellowship (WCF) is registered as a charity and has received donations to provide a bursary fund to help people who would otherwise be unable to attend, e.g. with low or no-waged income, to attend the WCF retreats at 50% of standard fee. There will be a limited number of bursary places (at least two per retreat).

If you would like to apply for bursary-funded support to attend a WCF retreat please write giving details of your requirements. Bursaries must be applied for in advance of the retreat, either prior to or at the time of booking, but are not guaranteed to be available since those available for that retreat may already have been allocated.

Data Protection Notice

We require the details requested above to administer your retreat booking, for allocation of dormitory accommodation, and for background information for retreat leaders. You may review and update your details online at <https://www.westernchanfellowship.org/login>

The WCF may wish to send you information on future events.

Please tick if you would like to receive such mailings by post and or by email

Application Submission

Please send your completed Application Form to the address below. Please allow approximately a week for delays in post and for application processing. Thereafter you should receive an acknowledgement and confirmation, usually by email if you have supplied an email address. Please enclose payment, or give reference details of your bank transfer. **Applications without payment will not be accepted.**

Send To: Retreat Bookings, c/o Office 7511, PO Box 6945, London, W1A 6US, UK.