



Big Smoke Writing Factory Course Registration Form

-there's no fire without smoke!

1. **Name:** _____
2. **Email Address:** _____
3. **Mobile Number:** _____
4. **Course Name (please include day of the week and time of the course):**

5. **Alternative days and times you would be available to take this course (please see our course times on www.bigsмокewritingfactory.com):**

Thank you in advance for including a cheque or money order for the full amount of the course made out to Big Smoke Writing Factory with the registration form and mailing it to:

**Big Smoke Writing Factory
7 Lower Hatch St.
Dublin 2.**

BIG SMOKE cancellation policy:

Up to our sign-up cut-off date, i.e. **1 week before course start date**, cancellation will entitle you to refund of your course fee, minus a 20% administration charge. Those who have registered *online* or *via the post* are entitled to a refund (minus administration charge) within 1 week of their payment, in accordance with distance selling regulations. The BIG SMOKE team regrets that we cannot refund fees in respect of cancellation after this cut-off point. We cannot offer partial refunds to participants who do not finish a course or who miss sessions. In cases of illness or other emergency, please contact us. In these cases, credit towards further BIG SMOKE classes/events may be offered.

You will be emailed a receipt of this sale and a confirmation of your course enrolment within 10 business days. If you don't hear from us please email: bigsмокewritingfactory@gmail.com.

Thank you! Big Smoke looks forward to seeing you soon!