



# ZÜRICH WINE ACADEMY

## WSET BOOKING FORM

### PERSONAL DATA

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*As appears on your official identification (Passport, National ID, Driver's License, etc.)*

FIRST NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

CITY: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

ID NUMBER/PASSPORT NUMBER: \_\_\_\_\_

DATE OF BIRTH (dd/mm/year): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROFESSION: \_\_\_\_\_

Please, indicate if you have any requirements for special additional access or educational needs as a result of a disability:

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Please, select the option in case you are a wine professional or company and need a proforma invoice. If so, please, indicate:

INVOICE ADDRESS (if different from above):

POSTCODE:

CITY:

COUNTRY:

VAT-number (If Applicable):

Do you want to receive periodic news about our courses and activities?

YES, I CONSENT TO RECEIVING A PERIODIC EMAIL NEWSLETTER

How did you learn about us?



## WHICH WSET COURSE DO YOU WANT TO ENROLL IN?

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**WSET Level 1 Award in Wines - CHF 500**

**Course Number:**

**Date of the Course:**

**WSET Level 2 Award in Wines - CHF 1,000**

**Course Number:**

**Date of the Course:**

**WSET Level 3 Award in Wines - CHF 2,000**

**Course Number:**

**Date of the Course:**

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**WSET Level 1 Award in Spirits - CHF 400**

**Course Number:**

**Date of the Course:**

**WSET Level 2 Award in Spirits - CHF 800**

**Course Number:**

**Date of the Course:**

The cost includes all study materials, wine tasting samples, course tuition, examination fee, and postage charges for the study pack, and WSET certificate and lapel pin upon successful completion of the course.

**Exam resit fees are CHF 125 for WSET Level 1, CHF 175 for WSET Level 2, and CHF 300 for WSET Level 3**



## TERMS AND CONDITIONS

1. Full payment must be made at time of booking - we do not accept provisional bookings and places will only be confirmed once payment is received together with this booking form already filled and accepted to [info@zurichwineacademy.com](mailto:info@zurichwineacademy.com). Students will then receive a booking confirmation via email.
2. Once the payment has been received and the place confirmed by the Zürich Wine Academy, the study pack will be sent to the student's address indicated in the booking form. Level 1 course materials are provided to students on the first day of the course. They will not be posted in advance. Levels 2 and 3 course materials will be posted to a student's home address on confirmation of payment of fees. The pack is bulky and requires a signature –please indicate an alternative delivery address if necessary. It is essential that a daytime telephone number is provided on your booking form. It is important for the student to provide a complete and accurate delivery address. Any materials returned to us, having not been successfully received by the student, will automatically result in an additional cost of return being charged.
3. The student must provide personal information to receive the study pack, the final WSET certificate, and to book a course place. Every change or update in the personal data must be communicated to the Zürich Wine Academy.
4. At the Zürich Wine Academy we strive to create an inclusive environment for all of our students and will make any reasonable attempt to provide support if you have any additional access or educational needs as a result of a disability. Requirements will be evaluated on an individual case basis. Please, contact us via email at [info@zurichwineacademy.com](mailto:info@zurichwineacademy.com) to discuss your needs together.
5. Cancellations
  - a. Cancellations of confirmed places must be communicated via email to [info@zurichwineacademy.com](mailto:info@zurichwineacademy.com). They are accepted up to 15 calendar days prior to the start of the course. In this case, the entire cost of the confirmed place will be refunded. If the cancellation is communicated after this period, the student will lose the right to a refund.
  - b. At the time of the cancellation, student must send back the study pack previously received which must be in perfect condition. The postage expenses will be paid by the student. The student will be responsible for any damage to the study pack.
  - c. In case of damages to the study pack, the student will be required to pay the total price of books purchase.
  - d. Once the cancellation is confirmed and the study pack received by the Zürich Wine Academy, the refund will be paid to the student in 15 calendar days.

## 7. Transfers

- a. Transfers of a confirmed booking either to another course or applicant can be made up to 15 calendar days before the course start date on payment of a 250 CHF admin fee plus the cost of any additional study materials which may be applicable.
  - b. Transfers cannot be carried forward to the next academic year (1 August - 31 July). If a confirmed course booking is canceled during the 15 calendar days prior to the start of the course, or at any time after the start of the course, no refund or transfer of the course fees will be made.
  - c. Examination dates are fixed to the course onto which you book. If the student cannot sit the examination on the fixed date of the booked course, he/she must send a transfer request to an alternative date by email to [info@zurichwineacademy.com](mailto:info@zurichwineacademy.com) at least 15 calendar days before the original examination date. If an alternative exam date of another course of the same level has been already fixed by the Zürich Wine Academy, the student will not incur any administration fee.
  - d. If transfer requests are made during the 15 calendar days of the examination date or the alternative date for the exam linked to new courses has not been arranged yet, the student will incur the admin fee (250 CHF) and the cost of the examination paper which will have been ordered via WSET Awards.
  - e. The Zürich Wine Academy reserves the right either to change the date of a course or cancel a course if the minimum required number of students is not reached. Alternative dates will be notified 15 calendar days prior to the planned start date of the original course. The enrollment fee that was already paid by the student will be transferred to the new course with no additional charge. In case the new dates were nonviable for the student, the entire course fee will be refunded in full by the Zürich Wine Academy.
  - f. Please note all transfers are subject to availability on alternative course/examination dates.
8. No student is allowed to sit the examination without having attended the related course.
9. On the day of the exam, the student must provide an ID-card or passport with personal photograph. If not, the student will not be allowed to sit the examination.
10. The student must read the course Specification available on [www.zurichwineacademy.com](http://www.zurichwineacademy.com) under each course section.
11. Re-sits:
- a. Students who have not passed the examination has the right to re-sit. The request must be sent by email to [info@zurichwineacademy.com](mailto:info@zurichwineacademy.com) up to 15 calendar days before the new already planned exam date. The student will be required to pay the related exam fee for re-sits, which are CHF 125 for WSET Level 1, CHF 175 for WSET Level 2, and CHF 300 for WSET Level 3.



## IMPORTANT INFORMATION

1. The Zürich Wine Academy has the right to cancel or postpone a course either in case the minimum number of students is not reached or for logistics reasons. In these cases, the new dates will be communicated by email to students.
2. Students authorize the Zürich Wine Academy to pass their personal contact data to the Wine & Spirits Education Trust Awards in London in order to either prepare and send the certificates or get in contact. The personal data will not be shared with any other company/entity.
3. The Zürich Wine Academy recommends a moderate consumption of alcohol and invite all the students enrolled onto its courses to spit the wines tasted during the tasting sections. The Zürich Wine Academy will not be responsible for any allergic reaction students might have during or soon after the course. Students who are under medical treatment or suffer from diseases which are incompatible with alcohol consumption, pregnant women and people under the legal age to purchase and consume alcohol in Switzerland will not be allowed to sample any alcoholic beverages as part of their course. While this will not be a barrier to successfully completing the qualification for Level 1 and Level 2 Awards, it will be a barrier for the Level 3 Award in Wine. In this case, they cannot participate in the wine course under any circumstances. The same rules will apply to candidates who choose not to taste alcohol for religious or other reasons. Students must communicate to Zürich Wine Academy any medical or physical incompatible circumstance before enrolling onto the courses and before the start of the course.
4. Students will be the only responsible party for any damage or harm caused either to themselves or to third parties because of an inappropriate use of the course material, including glasses and wines.
5. The Zürich Wine Academy will not be responsible in any case for the loss or damage to a student's personal belongings either inside nor outside of the classroom.
6. The Zürich Wine Academy reserves the right to refuse and cancel the student's enrollment without any right to refund in case of student's misbehavior or physical and verbal aggression towards any Zürich Wine Academy employees, students, and third parties.
7. At the time of enrollment, students accept that the information provided in the booking form and in the Terms and Conditions is correct and truthful. By sending the booking form, the student accepts the Terms and Conditions described here.
8. At the time of enrollment, students confirm to have read our Privacy Policy available on [www.zurichwineacademy.com](http://www.zurichwineacademy.com). Additional WSET policies and procedures can be found on our website.
9. In case of false information, the Zürich Wine Academy reserves the right to cancel the enrolment.
10. By sending this booking form, the student accepts the terms and conditions described here.



I HAVE READ AND AGREED WITH THE TERMS AND CONDITIONS INDICATED IN THIS BOOKING FORM

DATE:

SIGNATURE:

Please, save the form once filled and send it to [info@zurichwineacademy.com](mailto:info@zurichwineacademy.com) .