

HOW TO ENROLL ON A DISTANCE LEARNING IST COURSE FOR 2008.

These courses are open to all teacher members of the BWY but overseas teacher members must have an email address to enable good communications with tutor.

In Steps:

Steps in normal print are bits you have to do. *Steps in italics are bits others have to do.*

- 1) Look through the list of options on the other side of this page – and chose one course you would like to enroll on.
- 2) Complete the request for a place on a course section of this page below and send to the **Remote Training Coodinator (RTC for short)** (Tabitha Evans, 3 Ranworth Walk, Bedford, MK40 4NB) along with the course fees (£45) in the form of a cheque made payable to **British Wheel Of Yoga** – since places are limited on some course it is in your interest to do this as soon as you are able.
- 3) *RTC will make a register for the courses adding names to the register as requests for places come in – when the course is full or the enrollment dead-line is reached she will send on to tutor both the register and the sheets with requests for places.[If you ask for a place on a course that is already full then the RTC will write back to letting you know, returning your cheque and informing about any courses with places still left]*
- 4) *The tutor will write to those on the register with pre-course information, and instructions on how to get started with the course.*

Please note : There is a **no-refund policy** for all distance learning IST courses once the register and cheques for the course has been sent to BWY central office which happens when the course starts. If someone finds they cannot do the course before the course starts and contacts the RTC to this effect then it might be possible for the cheque for the course to be returned and the name removed from the register.

REQUEST FOR A PLACE ON A DISTANCE LEARNING COURSE

Name _____ BWY No _____

Address _____

Tel _____ Email _____

Course Title _____

Course Tutor _____

Course Code _____

Any special educational needs (e.g. large print) that tutor needs to know about:-

