

The Belmore Holistic Training Centre Ltd



ENROLMENT AND POLICIES

All communications with the Centre must be in writing.

Attendance

- If the student is unable to attend a scheduled class it is important to inform the Centre promptly. At least 80% attendance must be attained prior to sitting the exams
- Students must inform their tutor of any medical conditions they may suffer from which affects their ability to give or receive treatments in class
- The Centre reserves the right to change the location of the Course Venue
- The Centre will take reasonable steps to ensure that no classes are cancelled. If, due to unforeseen circumstances, that a class is cancelled a new class date will be provided
- Students are encouraged to stay with their Enrolling Class. If a student wishes to transfer to another class then there will be an administration charge of £40.
- The Centre will not accept responsibility for any loss, damage or theft of personal property

Fees

- Course fees are detailed in the Course details
- Fees are payable in full before the commencement to the course, unless paying by instalments as detailed over.
- At enrolment a deposit of $\frac{1}{3}$ will be required to secure a place on an ITEC qualifying course. There are certain discounts available as detailed below

Payment Methods

- The Centre accepts cash or cheques made payable to 'The Belmore Holistic Training Centre Ltd.' We do not accept payments by credit or debit card.

Payment by Instalments

- The balance of the fees (after the deduction of the deposit) can be paid in 2 instalments; half of the remaining balance 2 weeks before the course commencement date and the remaining half 1 month after the course commencement date. Two post-dated cheques will need to be submitted at the time of enrolment. There is a charge to the Centre of £10 for this arrangement

Discounts for ITEC Qualifying Courses Only

- Discount 1 – if the student books on 2 or more courses and pays in full for all courses at the time of enrolment, then a 5% discount applies
- Discount 2 – for students who are unemployed or on income support a 10% discount is applicable if the full fee is paid at the time of enrolment. The discount is reduced to 5% if the instalment plan is used
- These 2 discounts cannot be combined and a maximum discount of 10% is permissible.

Refunds

- If a student withdraws from the course over 1 month before the course commencement date a £10 administration charge will be deducted from the **full refund**
- If a student withdraws under 1 month before the commencement date or 2 weeks after the commencement of the course $\frac{2}{3}$ **of the course will be refunded** (this includes the exam fee)
- The Centre regrets that it is unable to refund fees more than 2 weeks into the course
- A **full refund** will be given to students if the course is full or in the unlikely event of the course being cancelled