



APPLICATION FOR ENROLMENT

Surname:

First Name:

Address: _____ D.O.B: ____/____/____

_____ Tel. No Day: _____

_____ Tel. No Eve: _____

_____ Mobile: _____

_____ Email*: _____

Medical Conditions (if any please specify):

Disability / Learning requirements (please state):

Learner considers him/herself to have a learning difficulty/disability/health problem

Learner does not consider him/herself to have learning difficulty/disability/health problem

Further details:

Course's applied for:

VTCT Qualification/FHT Accredited (delete as appropriate)

Date of course: _____ VTCT number (if applicable) _____

Are you able to provide evidence of Prior Learning: **L3 Body Massage**

L3 Anatomy & Physiology

***An invoice will be emailed to you on receipt of payment (cash, cheque or bank transfer, credit card)**

Please pay fees into account number 45110298, sort code 60-01-16

Please sign and date to confirm all the information you have provided is correct.

Sign: _____ Date: _____



Terms & Conditions

Our Training

We base our courses on a split between in class tutoring and open learning study time (practical and theory) – that way we can offer the personal touch and keep our costs at market value. Most of our VTCT qualification courses are set at 8 weeks in class tutoring plus a varying amount of home study time depending on the criteria set by VTCT.

Our CPD courses are mostly in house training, where the course is completed within the training day. The only exception is the Diploma in Deep Tissue Massage which requires one piece of written work per module.

Our minimum class size is 2 learners (courses are not financially viable to run with only one learner) and a maximum of 6 learners. This means you will always get the best personal training support that we can offer and you will never feel intimidated with big class sizes. Our training room is small and cosy to help you feel relaxed during your training with us.

As Head Tutor I am always on hand to support and guide you through your learning experience between lessons if required. Please contact me direct:

Contact Elie Pettitt 07501 111758

Pre-requisites for courses

Some courses require you to have a previous qualification. For example, Body Massage and Reflexology course require you to either hold a Certificate in Anatomy and Physiology or to take all the A & P units as part of the full course. At The Holistic Academy we strongly recommend you take a separate Certificate in Anatomy and Physiology so that you can always prove your prior learning should you go on to study elsewhere in the world! You can opt for complete home study option or a tutored option they are price dependant.

All our CPD courses require you to have previous prior learning: Level 3 Anatomy & Physiology and Level 3 Body Massage or Reflexology depending on the course.

Recognising Prior Learning

We will recognise prior learning that may be part of the criteria for your course. You must provide evidence of your prior learning in the form of a certificate, a witness statement of practical work or a character reference from a place of work, a visual look of a previous portfolio or a demonstration of your skills or setting a mock exam/test. Some units within VTCT courses are transferable between course, we will advise you of each course according to your experience and prior training.

You may be asked to attend a short interview/chat to discuss training options before you commit to a course. This is to help guide to choose the right course/training pathway for you.

Payment details

1-day CPD courses:

A full payment is required for all one day courses.

For courses longer than one day you may pay an agreed deposit amount with the balance or full payment required 30 days before the course start date.

VTCT courses:

A deposit of £100 is required to confirm your place on the course.

The balance of the course fee is payable 30 days before the start date.

Materials & kit fees are now included in the full course fee, with the exception of the Aromatherapy kit.

Payment plans may be offered to learners for VTCT courses if the course start date is at least 3 months from the first payment date. This is subject to management discretion. Please email info@holistic-academy.co.uk for further details if you are booking ahead!

Payment can be by cash, cheque (payable to 'The Holistic Academy'), credit/debit card or bank transfer:

Bank Account number 45110298

Sort code 60-01-16

Cancellations & Refunds

We are unable to offer refunds if you want to cancel your training course/qualifications after 24 hours of booking the course.

Refunds will only be offered if you cancel the course booking within 24 hours of the original course booking, and will be refunded by bank transfer or cash. An administration fee of £50 will apply. If we have already enrolled you with VTCT, the VTCT enrolment fee will not be refundable.

We do however realise that exceptional circumstances can arise, such as bereavement or serious illness. We would firstly look to book you on alternative dates on forthcoming courses to suit you, or we will consider a part refund, the amount being dependant on the progress of your course booking or training. We could also hold your fees in credit towards another course for the future within a 6 month period. These decisions are made at the discretion of the management team.

Although we are unable to offer a refund if you simply change your mind, you can change your booking to an alternative date or possibly another course, within a 1 month period. The VTCT enrolment fee may not be transferable. However fees may be incurred if this alters the number of students in a class or the value of the course is different, or if you have purchased the original course in special offer. Please speak to the Training Director to discuss your options.

Course dates

- Courses include practical training sessions which will take place on the date and time specified in your booking confirmation. Sometimes, we may need to change the dates and if this occurs you will be notified as soon as possible.
- Courses need to be completed within the agreed amount of time, an hourly rate of £25 may be chargeable, for a number of hour's individual tuition, if this not achieved.
- In the event of a cancellation of a course, where an alternative date cannot be provided in respect of that course, a full refund will be offered.

Course outlines

- In order to respond rapidly to changes in market demand, The Holistic Academy reserves the right to alter its course content and/or the tutor.
- Students will need to purchase their own kit of equipment and products relevant to their course which they can bring each week to use during the training. The Holistic Academy will be able to source and purchase all kits on behalf of the students.
- Students will be expected to wear black beauty tunics or to wear suitable plain black T-shirt and trousers (at the tutor's discretion)
- You are required to be at the location of the training 15 minutes prior to the start time of your course to prepare for the course.
- Although we provide handouts, we suggest that you also bring a notebook and pen for further note taking
- Tea and coffee will be provided but you may like to bring other refreshments for during the day. As our training room is in a rural location we suggest you bring a packed lunch and provisions to keep you going!

Guidelines and Expectations

- For Health & Safety and client care, we recommend that nails should be kept short in order to perform treatments. A light gel polish is also acceptable under VTCT's new guidelines!
- Long hair must be tied up
- Therapist's uniform or an acceptable alternative, as discussed with your tutor, must be worn at all times.
- No jewellery other than a wedding band and stud earrings
- Caps and hats should not be worn
- Mobile phones must be switched off in the training room (or on silence in case of emergency)
- The Holistic Academy will not take any responsibilities for any possessions or valuables that are left or go missing in the premises

Contact

Training Director/Head Tutor

Elie Pettitt

Tel: 07501 111758

Email: info@holistic-academy.co.uk