



## Course Application Form

Please complete all sections fully using **BLOCK CAPITALS**

Surname: \_\_\_\_\_ Mr / Mrs / Ms / Miss \_\_\_\_\_ (please indicate)  
 First Name/s: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Post Code: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (other / mobile / work)  
 Occupation: \_\_\_\_\_

Qualifications held \_\_\_\_\_

Nationality: \_\_\_\_\_ Is English your main language: Yes No

Do you have any conditions (medical or other) which may affect your attendance on the course, or for which you may require assistance during your training?  
 \_\_\_\_\_

Do you require additional educational support with reading, writing or maths? \_\_\_\_\_

Do you have a learning difficulty or disability? \_\_\_\_\_

Reason/s for application: \_\_\_\_\_

If previously registered with VTCT please state your Registration Number: \_\_\_\_\_

I would like to apply for the following course/s.

Course Title	Start Date	Tuition Fee

**Application Fee** (please see booking condition 2)

Please Tick

- I have enclosed a non-refundable deposit/s of £ \_\_\_\_\_ to reserve a place on the above course/s.
- I have enclosed the full course fees with my application
- I have paid the deposit / full course fee of £ \_\_\_\_\_ by Debit / Credit card over the telephone

**Balance of Fees**

- I will pay the balance of the course fees 7 days prior to the course start date
- I would like to apply to pay my course fees by instalments (only available on courses of 3 or more days in length spanning 2 or more months in duration)
- I wish to undertake the additional VTCT assessment for the course I am undertaking, please send me the booking form for VTCT assessment. (where applicable)

**I confirm all information given on this form is true and correct. I have read the booking conditions and will adhere to the terms of the booking conditions as set out by Helen McGuinness Health & Beauty Training International Training International.**

Signed: \_\_\_\_\_ (applicant) Date: \_\_\_\_\_

Please make all cheques payable to

**‘Helen McGuinness Health & Beauty Training International Training International’**

Please return this form along with your deposit/s to **The Course Administrator** at the address given below.

# Booking Conditions

1. In order to apply for a course, a non-refundable booking fee as stated in item 2 is required along with the completed booking form. (As course places are limited and cannot always be guaranteed, it is recommended that you telephone us to determine course vacancies before applying, in order to avoid disappointment)
2. For individual applications, please fully complete our application form and return it to us with a deposit of **£50 per ½ or 1 day courses** and or **£80 per course for courses of 2 or more days** in duration.
3. After applying for a course and paying the deposit, any balance of tuition fees will then be invoiced along with confirmation of your course place and are payable in full 7 days prior to the course start date. If you are undertaking a course of 3 or more days in length spanning 2 or more months in duration, you may request to pay the balance of the fees by instalments over the time you are training. Details are provided upon request. If paying in full then confirmation and a receipt will be forwarded to you upon booking.
4. Students attending courses, which are of 2 months or more in duration, may be offered, solely at the discretion of Helen McGuinness Health & Beauty Training International, the facility to pay course fees by instalments. All course fees that are payable by instalments, must be paid in full prior to the scheduled end date of any course which has been commenced.
5. In the event of a student withdrawing from a course or assessment, all outstanding fees must be paid in full at the time of the students' withdrawal. Helen McGuinness Health & Beauty Training International cannot accept any withdrawals unless they are in writing.
6. Any cancellation received more than 4 weeks prior to the course start date shall entitle Helen McGuinness Health & Beauty Training International to a cancellation fee equivalent to the course booking fee. Cancellations received 4 weeks or less prior to the course start date, shall entitle Helen McGuinness Health & Beauty Training International to a cancellation fee equivalent to the full course fee. Helen McGuinness Health & Beauty Training International cannot accept any course cancellations unless they are in writing.
7. In the event of a student failing to attend or complete a confirmed appointment, course or assessment, for any reason, however so determining, no refunds will be made by Helen McGuinness Health & Beauty Training International and no entitlement to a later date appointment, course or assessment will be applicable to the student.
8. Any payments due to Helen McGuinness Health & Beauty Training International which become in arrears by 7 days or more will result in suspension of tuition. Helen McGuinness Health & Beauty Training International will at its discretion, charge interest on outstanding fees at a rate of 2% above Lloyds Bank base rate, on a daily basis, until all outstanding monies have been paid.
9. Course fees include tuition, training materials, resources, manuals and handouts as deemed appropriate by Helen McGuinness Health & Beauty Training International for each course. Tea / coffee will also be provided during attendance at the centre. Any other items, facilities or resources supplied by Helen McGuinness Health & Beauty Training International, at the request of the student, which Helen McGuinness Health & Beauty Training International does not deem to be included in its advertised course fee, will be charged at an additional cost that shall be met by the student at the time of the request.
10. Course fees do not include additional items where required, such as student workwear or practical items such as beauty kits for home practice. These items are an additional expense and are met by the student. The training centre is able to provide information for purchase of these items at reduced rates from wholesalers.
11. In certain circumstances it may be necessary for Helen McGuinness Health & Beauty Training International to reschedule or cancel a course due to insufficient numbers upon which a booking has been made. If the rescheduled dates of the course are not convenient to you, Helen McGuinness Health & Beauty Training International's liability will be limited to a refund only, of the course fees paid.
12. Helen McGuinness Health & Beauty Training International reserves the right to alter the course venue and timetable where necessary at any time.
13. Helen McGuinness Health & Beauty Training International reserves the right to alter the course contents and structure where necessary at any time.
14. Helen McGuinness Health & Beauty Training International reserves the right to determine the numbers of attendees on a course at any time.
15. Helen McGuinness Health & Beauty Training International reserves the right to decline applications for valid reasons.
16. All confirmed course bookings are non-transferable.
17. It is acknowledged that all intellectual property rights, including copyright, patents, design rights and know-how in or relating to the course or course materials provided or made available in connection with the course, remain the sole property of Helen McGuinness Health & Beauty Training International. No copies of course materials or any usage of or reference to Helen McGuinness Health & Beauty Training International's name may be made unless it has been agreed in writing by Helen McGuinness Health & Beauty Training International.
18. All students are required to observe and abide by all policies regarding health and safety, security, student conduct and any other regulations as set out by Helen McGuinness Health & Beauty Training International.
19. It is the course applicant's responsibility, having referred to relevant sources of course information, to ensure that the course in all of its aspects is suitable for their requirements. Helen McGuinness Health & Beauty Training International is happy to provide advice but accepts no liability in the event that the content of the course, any changes to course timetables, structure or cancellation where necessary does not meet individual requirements. Once an application has been received and processed by Helen McGuinness Health & Beauty Training International and a course place allocated, the applicant will be subject to and in agreement with all conditions as set out herein by Helen McGuinness Health & Beauty Training International.

The terms and conditions set out herein are a complete statement of the agreement between the course applicant and Helen McGuinness Health & Beauty Training International Limited and supersede all discussions, correspondence and representations made prior to the date of booking. In order to avoid disappointment, we recommend early booking as these courses are in great demand and places are limited.

[www.helenmcguinness.com](http://www.helenmcguinness.com) Tel: 023 8026 8888

Helen McGuinness Health & Beauty Training International, Castle House, 103 Bournemouth Road, Chandlers Ford, Hampshire, SO53 3AE