

Allen & Walden

Professional Therapy Training

COURSE APPLICATION FORM

Please complete all sections fully using **BLOCK CAPITALS** ~ incomplete application forms will not be accepted

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 VAI or VTCT please state your Registration Number: _____

I would like to apply for the following course(s):

COURSE TITLE/S	COURSE CODE	START DATE	TUITION FEES	ASSESSMENT FEES	REGISTRATION FEE

I have enclosed a non-refundable deposit(s) of £ _____ to reserve a place on the above course(s)

(Please note a deposit of 20% is required for all courses)

I have enclosed the full course fees with my application

I will pay the balance of the course fees on the first day of training for each course

(Please make all cheques payable to **Allen & Walden**)

I confirm all information given on this form is true and correct. I have read and will adhere to the booking terms & conditions as set out overleaf

Signed: _____ (applicant) Date: _____

Booking Terms & Conditions

1. In order to apply for a course place, a 20% non-refundable deposit along with the completed booking form. As course places are limited and cannot always be guaranteed, it is recommended that you telephone in advance to determine course vacancies before applying, in order to avoid disappointment.
2. The balance of the course fees are payable in full on or before the first course day. Under no circumstances can the balance be paid at a later date.
3. 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. Allen & Walden cannot accept any withdrawals or course cancellations unless they are in writing.
4. Any cancellation received more than 4 weeks prior to the course start date shall entitle Allen & Walden to a cancellation fee equivalent to the course deposit. Cancellations received 4 weeks or less prior to the course start date, shall entitle Allen & Walden to a cancellation fee equivalent to the full course fee.
5. No refunds will be made in the event of a student failing to attend or complete a confirmed course or assessment, for any reason, however so determining. Additionally forfeiting the student's entitlement to a course or assessment at a later date.
6. Any payments due to Allen & Walden, which fall in arrears for 30 days or more, will result in suspension of tuition.
7. Course fees include tuition, training materials and resources, manuals and handouts as appropriate to each course. Any other facilities or resources supplied at the request of the student, which has not been expressly stated to be included in the course fee, will be charged at an additional cost.
8. Course fees do not include additional items such as student uniforms or beauty kits for home practice. These items are an additional expense and are to be met by the student. The training centre is able to provide information for purchase of these items at reduced rates from wholesalers.
9. In extreme circumstances it may be necessary 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 liability is limited to a refund of the course fees paid.
10. Allen & Walden reserves the right to alter the course venue and timetable where necessary at any time.
11. Allen & Walden reserves the right to alter the course contents and structure where necessary at any time.
12. Allen & Walden reserves the right to determine the numbers of attendees on a course at any time.
13. Allen & Walden reserves the right to decline applications for any reason.
14. All confirmed course bookings are non-transferable.
15. 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 the Allen & Walden. No copies of course materials or any usage of or reference to the Allen & Walden name may be made unless it has been agreed in writing.
16. 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 the training Centre.
17. It is the applicant's responsibility, having referred to relevant sources of course information, to ensure that the course is suitable for their requirements. Allen & Walden are happy to provide advice but accept no liability in the event that the content of the course or any changes to the course timetables, structure or contents does not meet individual requirements. Once an application has been received and processed and a course place allocated, the applicant will be subject to and in agreement with all conditions as set out herein.

The terms and conditions set out herein are a complete statement of the agreement between the course applicant and the Allen & Walden Training Centre 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 places are limited and are in great demand.