TRAINING COURSE TERMS AND CONDITIONS:

PLEASE TAKE A MOMENT TO READ OUR TERMS AND CONDITIONS:

Welcome and thank you for choosing us to embark on your training journey. We ask that you take a moment to read over the information below very carefully, it is a very important aspect of your training and must be read and understood before enrolling onto a course.

Please note that you are signing up to an intensive training course that requires your full attention. You will be responsible for the time and effort put into your practice, lots of this will be required in order to succeed in this industry.

Payment and cancellation policy:

☐ Payment in full if the course date is in within 7 days of booking otherwise a 50% deposit will need to be paid to secure the space on the course, if the deposit is not made the space will not be secured. Outstanding 50% can be cash on the training day or bank transfer. Before making any payment, please contact us to make sure the space you want is available.

☐ VTCT registration, portfolio, certification and exams costs are included in the cost of the course, however in the case of where you fail the first attempt at an exam, resits are £15.50 per exam. Please use the resources provided to pass in the first attempt.

☐ Deposits are non-refundable. If you are unable to attend the course on your scheduled date, we will do our very best to offer an alternative date if 4 weeks notice is given but this is subject to availability and it is not guaranteed. If the centre have arranged models for your training, date changes will not be allowed as models will have been booked. In the case of sickness up to one week of your course date, evidence will be required to move your date and an admin charge of £100 will apply for courses of up to £1000. Any course value over £1000 will be charged at 10%. Only ONE date change will be permitted. Travel, accommodation costs will not be covered by the school in the case of cancellation.

☐ Refund Policy We regret that course fees or deposits can only be refunded in full if a course is cancelled by the school for any reason. We regret that we cannot provide refunds for deposits, tuition fees, kits or examinations fees in cases of illness, personal problems, relocation or change of work or any other reason which may mean you have to cancel or leave your course

☐ All courses must be completed within **6 months** of the enrolment date. This includes all practical and theory, unless agreed at the time of booking. Any training to extend beyond this period will be subject to an extension charge. (varies per course)

☐ There is one free parking space available and is on a first come basis. Paid parking is approximately £8.50 per day and a 6 min walk. Details are provided on booking.

☐ VTCT certificates take approximately 4-6 weeks to arrive to the centre from the completion and sign off of all portfolios, assignments and exams. These will then be posted out to your provided address. These can be collected or if postage is required there will be an additional charge of £8 for P&P.

- CPD certificates will be presented on the day. The Extractions Masterclass is a non accredited course and will not have any certification.

- A basic kit will be required for you to purchase for the duration of the course. This will include a cleanser, toner, exfoliator and mask. If you do not have one, we recommend you purchase the KAESO Hydrating or Calming Kit.

- Manuals will be provided as part of the training however for VTCT courses a VTCT book is recommended which will be linked once you have booked.

General information:

- The course will offer all the theory knowledge and practical skills needed to perform treatments which are subject to the course. After the course there will be a requirement for practice of those skills to be able to achieve good results.

- The course time will be specified at the time of booking. All courses have a total of 30 minutes worth of breaks unless stated otherwise. Please don't be late as it will interrupt the class. In case you are late, tutors are not accountable for your lost time by staying longer or working through lunch break.

- Any products or tools for the course are supplied by Elixir Skin Training and they are to be used during the classes only.

- We are not responsible for any loss or damage of personal belongings during the classes or items left behind after the training.

- You must agree to put in the time and effort required to perfect your skill. You will not be passed off if it is thought that you have not applied enough time or dedication to your practice. Any extra training days that are required outside of the planned training schedule may be charged.

- You will be supplied with the fundamental knowledge during your training, which will enable you to carry out safe and effective procedures. You must take initiative when required and seek support from your trainer only when needed.

- Your trainer is there only to support your training needs. They will not be responsible for dealing with any of your personal issues related to your business.

- Your trainer will be on hand for your support between their scheduled working hours only. Out of hours contact will be addressed on their next working day. Please do-not contact trainers on their personal contact numbers or social media out of hours.

- The student must accept that there may be some extra costs associated with the training upon completion. For example the purchase of extra kit or supplies.

- The training academy have the right to reschedule training courses where required, this may be due to staff illness or not enough students booked onto the training course. We will do our best to notify you of any changes to your training date ASAP.

Models and practical practice:

- Students must be able to supply at least ONE model for the duration of the training. If you are unable to supply model you must inform the training school at least 14 days prior to the course start date so that we can organise a model for you, however please be aware this is not guaranteed and we prefer for security for students to secure their own models.