

TERMS AND CONDITIONS

Please read through the following terms and conditions carefully and sign and date.

DEPOSIT

1. A 20% deposit of full course cost will be required to secure place on the course
2. If learner is paying for course through a payment plan deposit will be refunded once full payment has been received at the academy
3. Deposit is non-refundable or non-transferable if for any reason you cannot attend course
4. If unable to attend the course the date can be re-arranged at the convenience of Aspire North Wales Training Academy
5. If for any reason the course is cancelled due to course numbers the academy will refund your deposit in full
6. We are unable to secure a place on a course if deposit is not paid

PAYMENT

1. All course fees must be paid 7 days prior to course commencement date
2. Aspire North Wales Training Academy offer a finance plan for course and kit, details of this can be requested from the academy
3. If payment is through finance plan details of this will be provided to learner
4. Finance plan arrangement will be the learner's responsibility Aspire North Wales Training Academy will hold no responsibility for finance plans after information has been provided to learner via email
5. Course/ Training payment is non-refundable or non-transferable if for any reason you cannot attend or complete the course
6. If unable to attend the course the date can be re arranged at the convenience of Aspire North Wales Training Academy
7. Date of course can only be rearranged once. After this learner will be required to rearrange date and re pay in full
8. All learners will be expected to attend training on agreed date. Failure to do so course payment will not be refunded. Alternative date can be arranged and full payment will be required

COURSE INFORMATION

1. Course price is subject to change
2. For most course's learner will have one year to complete training and assessments. This does not apply to all courses so ensure to clarify this with trainer
3. The number of practical learning days will be given to learner prior to starting course
4. We reserve the right to postpone or cancel courses should minimum numbers not be reached
5. We reserve the right to decline course applications if do not meet academy requirements
6. The learner is fully responsible for accessing, and reading emails sent to them regarding training

TRAINING INFORMATION

1. All learners will be required to train and learn on each other and must be willing to not only do the treatment but have the treatment as well. Medically exemption will be accepted and doctors note will be required
2. If models are required for training it will be the learner's responsibility to provide these
3. All work must be of the learners own and completed in the agreed time set by trainer
4. Patch skin test where required will be required 24-48 hours prior to course date
5. All practical teaching will be done at Aspire North Wales Training Academy so attendance is required on these days
6. All theory learning and information will be accessible via the online learning portal
7. If learner is going to be late, they are required to inform trainer as soon as possible
8. If learner is unable to attend, they are required to inform trainer as soon as possible
9. If learner requires to leave training early this should be discussed with trainer prior to training day.
10. Use of phones and smart watches will be prohibited during training, all phones and smart watches should be put kept on silent and put away

KITS, STATIONERY AND UNIFORM

1. If a kit is required for training learner will be informed of the cost
2. Payment for kit will be required 3 weeks (21 days) prior to course commencement date
3. Failure to purchase kit will result in being unable to start training
4. Kits will be ordered and delivered to Aspire North Wales Training Academy and available to collect from the academy
5. Aspire North Wales Training Academy have no responsibility to buy back or refund a kit that has been opened or used
6. Any products or equipment that has been damaged should notify the academy the day of receiving the item and exchange will be arranged
7. Uniform can be ordered if required through the academy
8. Uniform must be worn for all practical training
9. Any stationary required for training learner will be informed before induction. If unable to supply own stationary learner should inform trainer
10. Kits and training equipment should be brought to every training session
11. Kit supplies will be used throughout training and practicing.

CASE STUDIES AND HOME LEARNING

1. Throughout training learners may be required to do case studies to add to training and professional development. These will be required to do in your own time on a range of individuals to cover a range of clients.
2. Assignments and homework will be set and dates for these to be returned will be discussed with learner and agreed by learner and trainer
3. Failure to complete case studies, assessments and homework will result in falling behind and could result in failure to complete course in time

ASSESSMENTS (IF REQUIRED)

1. Aspire North Wales Training Academy hold no responsibility for providing models for practical assessments
2. All models for assessments are required to be provided by the learner
3. All models should not discuss or relay any private and confidential information outside the academy
4. Learners will be required to arrange assessment dates with trainer. Aspire North Wales Training Academy holds no responsibility for arranging assessments

INSURANCE

1. Student insurance is not provided as part of any course at Aspire North Wales Training Academy. It is the learner's responsibility to arrange this
2. No responsibility is accepted at Aspire North Wales Training Academy for a learner not to be insured
3. It is the responsibility of the learner to ensure their insurance is valid, up to date and with the accreditation provided

QUAL OPPORTUNITY

1. Aspire North Wales Training Academy is an equal opportunities academy. Any form of discrimination verbal or physical violence will result in instant dismissal and potential legal action
2. All learners will be treated with respect and equally
3. If learner requires any additional learning support needs, such as with reading or writing they can discuss confidentially with trainer and arrangements will be made
4. If learner has any learning difficulties such as dyslexia they can discuss confidentially with trainer and arrangements will be made
5. Any other additional need required for learners can be provided upon request. If learner is unsure, they can discuss confidentially with trainer
6. All additional needs will remain confidential to other learners where possible
7. We cannot take responsibility for additional needs not being disclosed prior to enrolment
8. All personal information of all learners will remain private and confidential under data protection act

HEALTH AND WELLBEING

1. Any health or medical condition that could affect training learner is requested to inform the academy and medical referral may be required
2. Prior to training learner is required to inform trainer of any allergies or known reaction
3. If learner has any dietary restrictions, is vegan or vegetarian they are advised to inform trainer prior to course start date
4. If at any stage through the training learner is feeling overwhelmed, or worried regarding training they are encouraged to discuss this with trainer at the earliest possible opportunity. Trainers are always available to support
5. If learner has any personal worries or concerns, they are encouraged to discuss this with trainer at the earliest possible opportunity. Trainers are always available to support
6. Any personal information divulged to the academy will remain confidential, and will not be discussed with any other person unless requested by the learner
7. We cannot take responsibility for health and wellbeing needs not being disclosed

PROFESSIONALISM

1. Aspire North Wales Training Academy is a professional training establishment as well as a professional working environment of Aspire North Wales Clinic. All learners are required to maintain a professional manner and work ethic within the academy and when representing it outside
2. Learners will be required to agree to not discuss any private or personal information from Aspire North Wales Training Academy with others outside the academy
3. Learners will be responsible to ensure all models provided maintain the confidence and privacy of the academy
4. Learners should not discuss or relay any private and confidential information outside the academy
5. All code of conduct should be followed throughout training. Learners will be provided with this during induction
6. Failure to comply will result in instant dismissal from the course and possible legal action

GRIEVANCES

1. If for any reason a learner is dissatisfied with training, they can discuss this with the Training Co Ordinator Aoife Green-Emmett
2. If learner would not want to speak with training co-ordinator or is unavailable, they can speak with Creative Director Jemma Voce
3. If a learner requires to speak with either Training Co Ordinator or Creative Director, they should email them to arrange a time and date to meet and discuss
8. Anything discussed during this meeting will remain confidential and will not be discussed with any other person unless requested by the learner

COVID 19 (CURRENT POLICY updated (09/22))

1. Under current Government guidelines it has been confirmed that all beauty treatments can resume and face masks are not required when indoor.
2. Trainer and learner are not required to wear a mask when indoors. If learner would prefer to wear a mask, they should discuss this with trainer prior to induction
3. If learner would require fellow learners to wear a mask when indoors they should discuss this with trainer prior to induction
4. Under current Government guidelines trainers and learners are requested to wash and sanitise hand regularly. All hand washing and sanitisation facilities will be readily available at the academy
5. Under current Government guidelines it is advised to do a lateral flow covid test the day of training
6. If learner has any covid 19 symptoms including high temperature, cough or loss of taste they should stay at home and do a lateral flow test
7. If learner tests positive for covid 19 on day of training they should stay at home and training will be rearranged after isolation period
8. Academy should be kept clean, and sterile throughout training in accordance to infection and hygiene control.

I give permission to have my photograph taken and published on public social media accounts and/ or website

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I agree to the above terms and conditions

Signature _____

Print name _____

Date _____