

Course Enrolment

Course Details

Which Course is it that you wish to enrol for? Please insert the full course name below.

What is the Course Reference and Starting Date? Please insert below.

(Example FHP0_ January 25th 2020 / SMH0_ February 21st 2020)

*Please note that any delay in getting this form back to us could result in you not getting a place on the course of your choice.

Do you have another course date choice? Please insert course reference and starting date below.

If you are wishing to pay in monthly direct debit payments. Please let us know which plan you wish us to match you with. Please tick the box under the plan of your choice.

Plan	Plan
6 Month	10 Month

*Please ensure you have activated your direct debit payment authorisation online via our website.

Your Details

Full Name (This will be the name put on your certificate)

Date of Birth

Full Address Including Post Code

Email Address *Please always check any junk/spam folders if you don't receive an email from us in your inbox.

Contact Telephone Number(s)

Ethnic Origins

The following information is required in order for us to monitor the diversity of applicants.

How would you describe your ethnic origin? Please tick below or type in where required.

<p>White:</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Other (Please state)</p> <p>.....</p>	<p>Mixed:</p> <p>White and black Caribbean <input type="checkbox"/></p> <p>White and black African <input type="checkbox"/></p> <p>Other (Please state)</p> <p>.....</p>	<p>Asian:</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Other (Please state)</p> <p>.....</p>
<p>Black:</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Other (Please state)</p> <p>.....</p>	<p>Chinese or any other ethnic:</p> <p>Chinese <input type="checkbox"/></p> <p>Other (Please state)</p> <p>.....</p>	<p>Other:</p> <p>Not disclosed <input type="checkbox"/></p> <p>Other (Please state)</p> <p>.....</p>

Terms Conditions and Agreements

Payments

- Any person who enrolls for a course must either pay in full or complete the set up of an initial payment and authorisation for direct debit payments to be taken. If neither of these actions are taken, no place for the course of your choice can be guaranteed.
- All payments are processed by a third-party company called GoCardless.
- Any failed direct debit payment will be retried 3 times by GoCardless on behalf of Next Generation Training. We will inform you of any payment failure to ensure you have sufficient funds in your account for the next attempt for payment. If the payment attempt fails three times, the fee must be paid in full plus a £50 penalty fee within 7 days of invoice. Next Generation Training will provide you with an invoice for this via email. If any person fails to pay the invoice within 7 days you will lose all rights to your course with no refund for any previously made course payments.
- Any direct debit plans cancelled by the payer will result in the loss of your course with no refunds for any payments previously made.
- You can request a refund minus a 5% fee of the full refund if you are unhappy with your course after 14 days of enrolment/initial payment. You must send a letter in writing requesting a refund and the reasons why to Next Generation Training, The Media Centre, 7 Northumberland Street Office LG33, Huddersfield HD1 1RL. Refunds will be processed within 30 days of your written request.
- No course certificates will be issued by Next Generation Training until the full course fee has been paid. Anyone wanting their certificate can pay the outstanding balance upon request. Any subsequent direct debits will be cancelled by Next Generation Training upon payment of any outstanding fees (subject to having completed the whole course). It is requested and advisable that the payer does not cancel their direct debit until the outstanding fee has been settled. Any person who does this will be charged an extra £50.
- Any person enrolling onto and paying for a course which is on a 'Special Offer' can only transfer to another course if they pay in full the excess for another course. For example, if you paid/or a paying for a course in full that was £300 less at time of purchase, you would have to pay the £300 in full before transferring. Payment excess must be paid within 7 days of request.

Your Course and Responsibilities

- All courses upon enrolment are valid for 12 months only. Therefore, any coursework not completed within this 12-month period will mean your course no longer exists and you will have no rights to any certification. This also applies to attending the practical course.
- If you wish to transfer to another practical course date you must notify us within 30 days of your course. There is a charge of £50 for any person who wishes to move to another practical course date and the invoice sent by email must be paid within 7 working days. Failure to pay within 7 days of invoice will result in the invoice being amended to £100 with terms for payment set for a further 7 days. Failure to pay this invoice within the 7 days will result in you having to attend the course in which you enrolled onto. If any person fails to notify us within 30 days of their desire to attend another course date the fee to change course dates will be £150 (invoice to be paid within 7 days of course date change request). Failure to pay within 7 days will result in your request being turned down.

- If you are ill and unable to attend your course date you must provide Next Generation Training with a letter from your GP. If you are unable to provide this the above terms apply.
- If you are unable to attend a course date once you have started your practical training you must let your tutor know by telephone and email as soon as possible. It is solely the tutor's responsibility and judgement as to whether any learner passes their practical course. Any learner who misses more than one practical course day must attend another course and pay course transfer fees as indicated above (£150). Anyone who misses more than 2 practical days must attend another course from start to finish.
- Considerations for extreme weather conditions will be taken into account by Next Generation Training if any learner is unable to attend a practical course / course date. This is at the discretion of Next Generation Training but it is the responsibility of all learners to be aware of any predicted extreme weather conditions and to make alternative accommodation plans to avoid no attendance for courses.
- Any learner who is abusive to Next Generation Training or its staff, other learners and clients via email, phone or in person will immediately have their course cancelled with no refund available. This also applies to any person who maybe under the influence of alcohol or drugs or who shows any signs of violence disrespect towards tutors/course colleagues/clients when attending the practical course. Next Generation Training or the tutor may call the Police if its staff, other learners or clients are deemed to be in any danger.
- All learners attending a course are expected to be hygienically clean and wearing appropriate clothing for their course. You will be advised of appropriate clothing prior to your course practical date.
- Next Generation Training is not responsible for any personal belongings that go missing when attending any practical courses. Personal belongings are the responsibility of the learner. Any learner who has any personal belongings going missing when attending a practical course has the right and responsibility to contact the Police immediately.
- All learners have a responsibility and are expected to be polite to all members of staff, colleagues and clients when attending practical course dates.
- If any learner has issues with a tutor, colleague or client attending the course they must notify the tutor in person. If a learner feels uncomfortable approaching a tutor (if it is the tutor that is the issue) the learner must contact Next Generation Training by phone, email or in writing.
- All learners must take responsibility for the planning and completion of their home study course work. If a learner is struggling with any aspect of their coursework, they are advised to contact their tutor with immediate effect. Your tutor should always reply within 3 working days.
- All learners are expected to adhere to the Equal Opportunities Policy and to any relevant professional Code of Ethics.
- All learners must not replicate another learner's work in either the theoretical or portfolio aspect of assessment. This also applies to any acts of plagiarism i.e. copying word for word any course e-learning or manual materials provided.
- You must inform Next Generation Training should you have any health conditions or disabilities which may restrict you participating in practical activities when on your course.
- It is the learner's responsibility to inform Next Generation Training of any learning disabilities when enrolling onto a course.

- Foot Health Practitioner Course Only - Next Generation Training cannot guarantee that learners will see corns, fissures (cracked heels), fungal nail infection(s) or Verrucae when treating client on a course.

Tutors and Assessors Will

- Work within our agreed time frame for sessions.
- Inform you of the purpose and process of each session.
- Use training resources that maximise your learning.
- Provide opportunities to contribute to the learning, via questions, comments and feedback.
- Inform you of the health, safety and operational rules in relation to the premises and equipment where applicable.
- Offer individual support and guidance in relation to any assessment criteria.
- Adhere to our Equal Opportunities Policy.

By signing below, you are agreeing to all terms and conditions set by Next Generation Training and the entirety of this document. You must only sign once you have fully read and understood this document.

Learner Signature *Please do not print/type your name

Date

Please email your form to enrol@nextgenerationtraining.co.uk

Or post to

Next Generation Training
The Media Centre
7 Northumberland Street
Office LG33
Huddersfield
West Yorkshire
HD1 1RL