

Course Enrolment

Enrolment is only complete once this form has been fully completed and submitted to enrol@nextgenerationtraining.co.uk or to us via post to: Next Generation Training, F19 The Media Centre, 7 Northumberland Street, Huddersfield HD1 1RL, for approval, along with payment, either in full or via the initial payment and direct debit authorisation. Payments can be completed via the relevant payment buttons at the bottom of the website course pages - www.nextgenerationtraining.co.uk

If you are not completing this form electronically, please ensure writing is clear using block capitals.

The course to which you wish to enrol

Foot Health Practitioner

Sports Massage

Other (please state)

Choose your practical training course dates, which course dates would you like to attend?

Find these on our website under 'Practical Training Course Dates' via the relevant website course page www.nextgenerationtraining.co.uk

Course Reference I don't want to choose any dates just yet, I just want to get started (check box)

Dates

*Please note, any delay in getting your form to us and by not fully completing your enrolment could result in you not getting on the practical training course of your choice when places are limited.

Alternative if your first choice of practical training course dates are not available?

Course Reference

Dates

I don't have any at this moment in time (check below box)

Payment Terms

I have paid in full (specify amount paid)

OR

I have paid the initial payment and activated authorisation to be set up to the advertised direct debit plan (list details below)

Initial payment fee paid

Direct debit plan (current plans available are listed on the website course page under 'Price and Payment Options')

Months: Amount (per month):

Any preference on date payment is taken?

About You

Title (please stipulate)

Date of Birth

First Name

Last Name

Name that you'd like printing on your certificate

How would you best describe yourself:

Male

Female

Other (please specify)

Your ethnicity

White

Black

Asian

Arab

Mixed

Other

Prefer not to say

Address Details

House Name (if any)

House Number

First Line of Address

Second Line of Address

Town/City

Region/County

Post Code

Mobile Number

Alternative Number

Email Address

*Please always check any spam/junk folders should our emails not reach your inbox

Emergency Contact Name

Emergency Contact Number

Your Health

Let us better understand you. Is there anything you wish for us to know that could affect you when attending your training or when completing your home study course work? Answer below where necessary if not leave blank. If anything should change between enrolment and your training course days, please update us.

Foreign Students Only

Next Generation Training (NGT) educates students living in the UK but where English may not be their first language. It is important that all students can communicate effectively with NGT tutors, staff, other students and customers where required.

If you are a foreign student where English is not your first language, please complete the below:

Your first choice of language is?

I confirm I can fluently communicate in English both written and verbally (check box)

Terms Conditions and Agreements

Why the need for Terms and Conditions

Terms and conditions are produced and implemented to protect the interests of a business and provide clarity of what should happen in any given situation.

- Working days are classed as being Monday-Friday and this applies to all terms and conditions listed where 'working days' are stipulated. Other terms where for example '7 days' are stipulated this includes weekend days (non-working days).
- Any person who enrolls for a course must either pay in full or complete the initial payment and set-up the authorisation for direct debit payments to be taken. Along with payments, the enrolment form needs to be fully completed and with an actual signature from the student where requested. If neither of these actions are completed, no place for the course of your choice can be guaranteed.
- All direct debit payments are taken by a third-party company called GoCardless. For all other payments such as full and initial payments, these are taken by the online payment system Square.
- The payer or student can request a refund minus a 5% fee of the full refund if you are unhappy with your course within 14 days of payment made (full payment/initial payment). To request a full refund, you must notify Next Generation Training in writing in the form of a letter requesting the refund and the reasons why. Letters must be written and sent to the following address by a 'signed for delivery' as minimum and within the 14 days of when payment was made to: Next Generation Training, F19 The Media Centre, 7 Northumberland Street, Huddersfield HD1 1RL. Next Generation Training will respond within 7-14 'working' days to any request. The 5% fee covers our administration time, the processing of the refund and costs occurred via third party payment takers. Refunds are always repaid to the person who made payment.
- From time-to-time Next Generation Training may increase or decrease the online course fees due to supply and demand at different times of the year. The fee you pay is the fee at the time you enrolled.
- Direct debit payments – Anyone paying via direct debit payments can settle up their course fees at any time. The settlement fee will always be calculated on the terms of the direct debit monthly fees at enrolment.
- Direct debit payments – Any failed direct debit payments are tried up to three times by GoCardless on behalf of Next Generation Training. It is the responsibility of the payer to ensure funds are available when the direct debit is due to be taken.

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- Direct debit payment failures – Next Generation Training will notify the payer if any scheduled payments fail. If no payment is taken after the three GoCardless attempts, the payer or the student will be sent an invoice via email for the missed payment amount plus a £50 penalty fee to be paid within 7 days. If the invoiced fee is not paid within 7 days the invoice will be amended by a further £50 to be paid within another 7 days. If payment is therefore not paid after the total 14-day period then the student will be withdrawn from their course and the qualification by Next Generation Training with no refunds available.
- There is a £15 fee for any student (past or present) that requires a letter/report/reference from Next Generation Training. This covers our time to complete such tasks.
- Practical course transfers – If a student gives 30 days' notice (from their practical training 1st day) or more to transfer to another practical course date the fee for the transfer is £150 which will be invoiced via email and to be paid within 7 days. Giving 30 days' notice or more gives Next Generation Training the chance to get your practical training course place filled. If payment is not made within 7 days of invoice, then the invoice will be increased by a further £50 and the total (£200) to be paid within 7 days of invoice. Failure to pay the second invoice will result in your request being turned down and your attendance will be expected to the practical course in which you enrolled for, or notified us of. Non-attendance will result in the student being withdrawn from their course and qualification with no refunds available.
- Practical course transfers – if a student gives less than 30 days' notice (from their practical training 1st day) to transfer to another practical course date the fee for the transfer is £500 which will be invoiced via email and to be paid within 7 days. If payment is not made within 7 days of invoice, then the invoice will be increased by a further £50 and the total (£550) to be paid within 7 days of invoice. Failure to pay the second invoice will result in your request being turned down and your attendance will be expected to the practical course in which you enrolled for, or notified us of. Non-attendance will result in the student being withdrawn from their course and qualification with no refunds available. Giving such short notice impacts training courses operationally and likely prevents Next Generation Training from having the time to fill the practical training place. Some courses such as the Foot Health Practitioner course will have appointments made with members of the public to attend for students to treat their feet. When places cannot be filled at short notice Next Generation Training has a responsibility to honour these treatments and therefore has to incur additional costs. Also, by transferring to another course at short notice this takes up places in future courses that are for sale and Next Generation Training loses out financially because of this. Anyone giving under 30 days' notice of practical course transfer and having paid the transfer fee can only attend a future practical training course when the full course fee has been paid. An extension of your course completion by Next Generation Training will be implemented where/if required (maximum 6 months).
- In some cases, Next Generation Training may be open to split the above mentioned £500 course transfer payment to two payments of £250 with one payment invoiced immediately (7-day payment terms) and the other £250 invoiced 30 days after (7-day payment terms). This must be requested by the student and will not be automatically offered by Next Generation Training. Failure to pay either invoice within the time period stipulated will result in course withdrawal and all course payment fees must be completed prior to practical training course attendance as stipulated above.
- Illnesses – any student who cannot attend practical training due to illness must notify Next Generation Training as soon as possible (email preferred method). Above transfer fees mentioned above will apply unless a student can prove their illness through the proof of a GP letter which must be supplied within 7 'working' days of non-attendance notification given and once supplied within the time-frame stated no transfer fees will be applied. Next Generation Training may contact the GP surgery of the student for letter legitimacy. If after the 7 working days have passed and no GP letter has been provided, the student will be invoiced as appropriate for any practical course transfer fees as mentioned above where all terms and conditions will be applied. If a student doesn't inform Next Generation Training that they will be supplying a GP letter and wishes to transfer to another practical training date, the appropriate transfer invoice fee will be automatically supplied via email (see terms and conditions above).
- Practical training illness – If you are unable to attend a practical course training day due to illness having already attended a day or more you will need to notify your tutor at the earliest possible opportunity by telephone or email. All practical training days (preferably) must be attended to complete your qualification and transfer fees (see above) will be applied for any student who misses more than one practical training day.
- Personal circumstances – Next Generation Training will not waive any transfer fees for practical course non-attendance based on 'personal circumstances'. Above terms and conditions will be applied.
- No certificates will be issued to students until the full course fee has been paid for and also upon completion of coursework and satisfactorily practical competence.
- If there are any spelling errors on a student's certificate which are of the fault of Next Generation Training a new certificate will be supplied free of charge within 30 days. If any errors occur that are not the fault of Next Generation Training on a student's certificate a replacement certificate fee of £15 will be charged and will be supplied within 30 days.

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- If a student requires a replacement certificate, the fee to be paid is £15 and will be supplied within 30 days.
- All courses 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 or payment refund. This also applies to attending the practical course training. Students can apply for an extension in writing (letter) with any legitimate reasons for requiring a course extension. Cases are reviewed on an individual basis by Next Generation Training and the maximum extension for any course is a 6-month extension. Illness reasons will require a GP letter where all above terms and conditions for GP letters will apply.
- Considerations for extreme weather conditions will be taken into account by Next Generation Training if any student is unable to attend a practical training course/course day(s). This is at the discretion of Next Generation Training but it is the responsibility of the student to be aware of any predicted extreme weather conditions and to make alternative accommodation/travel plans to avoid non-attendance for practical training days.
- In the event that Next Generation Training has to cancel due to extreme weather conditions this will be due to the safety of students, staff and any customers. Next Generation Training cannot be held responsible for any student accommodation / travel costs occurred but any transfer fees will be waived and students will be offered the next earliest possible practical training course places. This also applies to any tutor illnesses.
- In the event of extreme weather conditions, Next Generation Training cannot be held responsible for the actions of customers cancelling attendance for treatments. This applies to the Foot health Practitioner practical training course.
- Next Generation Training cannot be held responsible for any 'acts of nature' or 'acts of god' that may prevent a practical training course going ahead (including pandemics which may require national or regional lockdowns).
- Next Generation Training are tenants at The Media Centre, Huddersfield (Creative Media Centres Ltd) who are the landlord. Next Generation Training cannot be held responsible for any restrictions the landlord may put in place that restricts the business operations of Next Generation Training.
- Any student who is abusive or shows any acts of violence to Next Generation Training staff, other students or customers via email, phone, letter or in person will immediately have their course cancelled with no refund available. This also applies to any student who maybe suspected of being under the influence of alcohol or drugs. Next Generation Training staff may call the Police if its staff, other students and or customers are deemed to be in any danger.
- Respect and poor attitude to learning – it's important that all students show respect to their course tutor(s) and to other course students as well as showing a desire to learn. If any student's show's signs of disrespect to tutor(s) or shows signs of a poor attitude (being unpolite, lack of professionalism, not taking instructions on board, poor body language etc) to learning, the student will be notified whilst in the presence of another person (student or staff) in private and be reminded of their conduct. If no improvement in attitude or respect has been made by the student, the student will be asked to leave the premises of Next Generation Training and the Media Centre. If the student makes a written apology by letter to Next Generation Training and its staff within 7 days of the event Next Generation Training will aim to build relationships with that student for them to continue their course training. Failure to write a written apology by letter with the 7 days of the event will result in the course qualification being withdrawn from the student with no course payment refund available.
- If a student has an issue with a tutor, other student or Next Generation Training staff or customers when enrolled onto their course or during face-to-face practical training the student must notify the tutor in person. If a student feels uncomfortable approaching a tutor (if the tutor is the issue), the student must contact Next Generation Training by phone, email or in writing and the complaint will be dealt with by a member of staff.
- Next Generation Training and its staff along with its students are expected to adhere to the Equal Opportunities Policy and to any relevant Professional Code of Ethics. These policies are available to view upon request.
- It is the student's responsibility to complete course work given for home study. Next Generation Training and its staff are available by telephone or email if a student requires course support. Next Generation Training will respond within 3 'working' days for any support requested. It is the student's responsibility to contact Next Generation Training for support that is required, if Next Generation Training do not hear from students, Next Generation Training and its staff will presume all is well.
- All students must not replicate other students work either in theoretical or coursework portfolio aspect of assessment. This also applies to any acts of plagiarism i.e., copying word for word any course materials provided. Students should always where possible try to answer course work questions in their own words.
- By enrolling onto any course with Next Generation Training which requires course work to be completed you (the student) agree to complete all course work in a timely manner within any agreed time frames given by your designated tutor. If a student is unable to meet the agreed time-frame then you must notify your tutor at the earliest opportunity.
- It is not a requirement to have all course work completed before attending practical training. Whilst this can be advantageous to the student it is not a requirement.

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- Next Generation Training works in partnership with other organisations such as the Professional Register for Foot Healthcare (PRFHC) and the Complementary Medical Association (CMA) for their course qualifications. These qualifications provided are graded at certain levels as determined by the course provider and partners and in line with National Occupational Standards (NOS) and that are (or are not) Ofqual regulated.
- All students attending a course are expected to be hygienically clean and be wearing appropriate clothing as requested for their practical course training. All students will be sent in advance practical training course information prior to the 1st day of training. A white scrub top, tunic or plain white polo t-shirt will be required by all students to wear when attending their Foot Health Practitioner practical training. Sports massage students are requested to bring a pair of shorts and towels as instructed.
- All students irrespective of their ethnicity, religious values or sexuality will have to work with each-other on courses, especially on courses such as the Sports Massage where treatments and practice is conducted on each other throughout. No special arrangements are or will be made based on the above. If Next Generation Training are made aware of this after enrolment/prior to practical training students will be withdrawn from their course with no refunds available. If notified during practical training attendance, a student will be advised to leave and notified of their course withdrawal with no refund available.
- Appropriate PPE is provided for students when attending courses such as the Foot Health Practitioner practical training course and it's the student's responsibility to wear this when advised of potential dangers to the work to be carried out when conducting foot health treatments.
- Foot Health Practitioner practical training only – Due to the nature of the instruments (scalpels) and machines (drills) used by students on members of the general public (some high risk) and each other it's important that all students attending training take out an insurance policy to cover their training days. Next Generation Training has a partnership with Towergate insurance where policies are specifically produced to cover Next Generation Training students to practise as students and also upon qualification. Indemnity levels start from £1 million through to £5 million. Next Generation Training and its staff are not allowed to discuss the choices of indemnity cover; this is solely the responsibility of the student to determine and advice is available via Towergate staff. £1 million indemnity cover when purchased online (information supplied prior to training attendance) is (and as of January 2023) under £100. Any student who wishes to shop around elsewhere for a policy to cover themselves and not purchase from our partners Towergate is welcome to so long as proof of policy is proven prior to attending training. Proof of policy is also a requirement for those who purchase the Towergate policy also. Students are liable for any accidents or acts of negligence to Next Generation Training customers, Next Generation Training will not be held responsible for the physical actions of students.
- Next Generation Training is not responsible for any personal belongings that go missing when attending and practical training courses. Personal belongings are the responsibility of the student. Any student who has any personal belongings going missing when attending a practical course has the right and responsibility to contact the Police.
- Your Health - Whilst the question is asked with the enrolment form, it is the responsibility of the student to inform Next Generation Training of any learning disabilities or health conditions when enrolling to undertake home study course work or for when attending practical training days. It would be unfair on your designated course tutor to not be aware of any disabilities or health issues that students have and it could cause a misunderstanding between tutor and student.
- Your Health (Sports Massage) – Sports massage requires physical activity. Whilst we don't want to discourage any student from enrolling to courses, Sports Massage students will be expected and needed to provide and receive treatments to and from other course students. If you have something that restricts this from happening, we recommend you let us know via the enrolment form. If you withhold health information and only inform us when in practical training course attendance or in less than 30 days of attending your practical training course Next Generation Training may need to withdraw the student from their course qualification. A systemic contraindication will warrant a withdrawal, whereas a local contraindication could be worked around by course colleagues when conducting treatments. No refunds will be issued for withholding information that can affect operations of courses such as this. Any student paying direct debit payments will have their scheduled payments cancelled with immediate effect.
- All practical training courses can only go ahead with a minimum of two students in attendance.
- Foot Health Practitioner Course Only – Next Generation Training cannot guarantee that every student attending their practical training course will see every condition of the foot covered in the course content i.e.; all types of corns, fissures (cracked heels), fungal nail and skin infections, verrucae etc when treating patients of the general public. Next Generation Training advertise for patients in the same way students will advertise for their own patients and customers post qualification, these are members of the local community requesting the need for foot health care and understanding that treatments are conducted by students.
- Next Generation Training cannot be held responsible for patients who do not attend appointments. All patients with mobile phone numbers are reminded of their appointment 24-48 hours prior to their appointment day and time via an SMS text messaging service.

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- Next Generation Training provides home study course work and materials, course practical training and support throughout the student's course journey and a qualification which students pay for. Next Generation Training and its staff have no responsibility to have to provide post course support when students will have been told and taught everything that is required for their relevant qualification. Sometimes the expectations of students need to be lowered with regards to this aspect as Next Generation Training deliver qualifications to around 100 students a year.
- Any student who may fail their practical training will have to pay and re-attend another practical training course (all days). The cost of doing so will be minus 25% of the student's total course fee upon enrolment with monthly payments terms available but for no longer than 6 months and with all payments (previous and new) being made prior to re-attendance to any practical training.
- Any past student who wishes to re-attend for further practical course training can do so for a discounted course fee of 25% from the total course fee as advertised online.
- Next Generation Training are not responsible for any changes made or withdrawals by any of our partners who we may advertise as part of our courses.
- Next Generation Training trades under the following; Next Generation Training, Next Generation Foot Health Training Ltd and Next Generation Foot health Supplies Ltd.

By signing this enrolment document, you are **accepting and agreeing** to all terms and conditions set by Next Generation Training and that all information provided by you is accurate and truthful. It is only advisable to sign this document once you have fully read and understood the entirety of the document.

Student Signature:

Date:

Please email your enrolment form to your current point of contact or to
enrol@nextgenerationtraining.co.uk

Or alternatively post your form to:

Next Generation Training, F19 The Media Centre, 7 Northumberland Street, Huddersfield HD1 1RL

If sending by post, please ensure you notify us via email.