

## **TERMS AND CONDITIONS**

### **GOLDCREST ACADEMY LIMITED**

**Please read the following information before signing and returning the application form to Goldcrest Academy. Your signature on the application form will confirm that you have understood and accept the following:**

1. Students must complete the Goldcrest Academy application form and send this with payment or an employer's letter of authorisation in order to book a place on the relevant CIM course. The employer will then be invoiced and the invoice must be settled within 14 days of issue. The employer is fully responsible for the payment of fees due in all circumstances, including termination of employment.
2. A minimum deposit of £100 is required to guarantee a place on the course or, if students apply for a course less than 14 days prior to the start date, the full fees or an employer's letter of authorisation must accompany the application from.
3. Goldcrest Academy tuition fees exclude amounts payable to the CIM for student registration and assessment entry fees (for exams or assignments). It is the student's responsibility to ensure they are registered with CIM as a member and have paid for the assessment entry fees by the CIM stipulated deadline dates. Goldcrest Academy will endeavour to advise students of these dates on the website and course information, but students must ensure that they have completed all relevant documents and paid the necessary fees on time.
4. Requests for deferral – provided the course fees have been paid in full, a student can defer for one semester as long as Goldcrest Academy receive written notice at least 2 weeks before the course start date.
5. Dishonoured cheques will attract an administrative charge of £50.
6. Students are expected to behave professionally, courteously and considerately at all times. Students are expected to hand work in on time to their tutors.
7. If a student cancels a course in less than 14 days to the course, then fees will not be refunded. If a student cancels a course in less than 28 days prior to the course commencement, then 50% of fees will be refunded. In the event Goldcrest Academy cancel a course prior to it starting, then a full refund of tuition fees will be given to the student.
8. Goldcrest Academy reserve the right to change these terms and conditions as necessary. Any such changes will be published on the website for all students to see. Should a student have a query on these terms and conditions, then they must contact Goldcrest Academy immediately.

### **Donation to The Prince's Trust**

As part of Goldcrest Academy's commitment to business and education, from September 2006 we will donate 10% of training course profits to The Prince's Trust. The Trust has a proven ability to help those aged 18-30 to set up businesses with the support of experienced business advisers. *All that we ask is that students tick the box on the Goldcrest Academy course application form, so that you can help us, help others achieve too.*