

**The Academy**  
School of Reflexology and Holistic Massage.  
**BOOKING TERMS AND CONDITIONS.**

1. Any contract between you and us is subject to these booking conditions. The contract shall be governed by and construed in accordance with English law and is subject to the jurisdiction of the Courts of England and Wales
2. To secure a place on the course we will need a completed booking form and payment of the appropriate deposit.
3. The full balance is payable before the course commences.
4. If you decide to pay by monthly installments we will need a completed Standing Order form.
5. Monthly installments can be paid over the length of the course but final payment to be paid before the finish of the course.
6. Should you wish to cancel your training you should notify us in writing by recorded delivery as soon as possible.
7. Cancellation charges are calculated according to the number of days prior to commencement of the course that written notice of cancellation is received by us.
8. **Scale of cancellation charges.**

<b>Prior to start of the course.</b>	<b>Cancellation charges.</b>
90 to 30 days	Deposit only
30 to 0 days	50% of total cost
1 month after commencement	75% of total cost
After 1 month commencement	100% of total cost.
9. If you need to withdraw from a course once the program has commenced the payment for sessions yet to be attended are not subject to a refund.
10. Where a standing order payment scheme is in operation, payment for future sessions of a tutor led course will still be required. In accordance with the signed agreement between the student and the school.
11. Courses are based on an economic minimum number of students (usually 6 minimum) should this not be reached we reserve the right to cancel the course. In such circumstances we will refund you all monies paid to us in full. In these circumstances we would not be able to pay you any additional compensation.
12. The course fees cover. Cost of venue, tuition fees, exam fees, course notes, refreshments (tea, coffee, biscuits,) the cost does not cover your travel expenses, any accommodation expenses and food.
13. On receipt of the completed booking form and payment we will send you a student pack and confirmation of your place.

**Do not sign the booking form until you have read and understood the above and are happy to accept the terms and conditions.**