

## LSSM BTEC Level 5 Diploma course

### Terms and Conditions

#### Application

Applicants must be 21 years or over (18-21 years old may be accepted subject to an interview).

Applicants must have some basic qualification in massage, or attend an Introductory course before the Diploma course begins.

Classes are mixed with both male and female students. All students must be prepared to treat each other during practice sessions.

An application is not complete until the LSSM have confirmed that the place is available and the applicant has made a payment.

The LSSM has the right to refuse an application.

#### Payments

A place on a course beginning more than 4 weeks in the future can be secured with a Deposit, although the full fee can be paid at this stage.

The full amount must be paid 4 weeks before the course begins (a reminder will be sent)

The balance of the full course fee must be made by cheque, credit card or bank transfer.

OR

The balance can be paid by monthly standing orders from your bank\*.

*\*A banker's order form (supplied) must be completed and returned to us before the course begins. Payments will begin to come out of your bank on the 1<sup>st</sup> of the month following the start of your course. **Once the course has begun you are liable for the full course fee, whether you complete the course or not. LSSM will take legal proceeding if necessary to recover the full fee if payments are stopped early.***

#### Early cancellation

If you wish to cancel your place up to **4 weeks** before the course begins, you must notify us in writing (or email) and your payments will be refunded, minus a £100 administration charge.

If you wish to cancel between **4 and 2 weeks** before the course begins you must notify us in writing (or email) and your payments will be refunded, minus a £250 administration and cancellation charge.

The full deposit is non-refundable less than 2 weeks before the course begins.

### Application changes

If you want to change on to a later course you can do so up to **4 weeks** before your course begins, providing a place is available on that course.

If you wish to change on to a later course less than 4 weeks before your course begins you can do so, with a transfer fee of £100, providing a place is available on that course.

You cannot change your course less than two weeks before it starts.

### Once you have started the course

#### **Replacement weekends**

If you have to replace a day or weekend that you have missed, without giving us four weeks' notice, there will be a charge of £40 per day.

#### **Transferring** onto a later course once you have started a course

If you are unable to continue the course you are on and want to re-join on a later course from where you have left off, the following transfer charges will apply:

Transfer from	Transfer fee
weekend 2	£2000
weekend 3	£1800
weekend 4	£1600
weekend 5	£1400
weekend 6	£1000
weekend 7	£750
weekend 8	£400
weekend 9	£250
weekend 10	£100
weekend 11	£50
weekend 12	£0