

# LSSM BTEC Level 5 Diploma course

## Terms and Conditions

### Applications

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.

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 Holding deposit, although the full deposit of full fee can be paid at this stage. The full deposit must be paid 4 weeks before the course begins (a reminder will be sent)

The balance of the full course fee is due before the first day of the course and must be made by cheque, credit card or bank transfer.

OR

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

*\*Proof of a standing order being set up to come out of your bank on the 1<sup>st</sup> of the month following the start of your course, alongside signed LSSM terms and conditions must be returned to us before the course begins.*

**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 **2 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 £50 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

## Exceptions

We can make exceptions to any these charges if there extenuating circumstances which will be considered on an individual basis.

## **LSSM Introductory Massage and other Short courses**

### **Term and Conditions**

Applicants must be 18 years or over (unless stated otherwise).

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.

A place on a course can be secured with a full payment in advance.

The course fee is due before the first day of the course.

If you wish to cancel your place up to 2 weeks before the course begins you must notify us in writing (or email) and you will be refunded, minus a £50 administration charge.

If you wish to change on to a later course up to 2 weeks before your course begins you can do so, providing place is available on that course, for a £40 transfer charge.

You cannot change on to a later course less than two weeks before the one you are booked onto starts.

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

### **LSSM Course Cancellation Policy**

If we have to cancel a course due to unforeseen circumstances we will give a full refund on the course fees paid. We will also refund any transport or accommodation costs already paid out to a maximum of £50 for an Introductory or CPD course and £100 for a Diploma course.

### **Course completion**

It is possible to attend all the classes and pass the exams but still have written assignments or Case studies yet to complete.

If you complete the final assignments more than one-year after passing the practical exam then you will be required to retake this because we have to ensure you meet all the assessment criteria at the time when ISRM approves your certification to BTEC.

ISRM allows up to 3 years from the start of your course to complete the qualification.