

# ENROLMENT FORM

PLEASE WRITE CLEARLY IN BLOCK CAPITALS

Name ..... Date of Birth.....  
(As you would like it on your Diploma)

Address .....

..... Postal Code .....

Tel No (Home) ..... (Business) .....

Email..... Occupation .....

(Please ensure this is a valid email address, as it will be used as your authentication for the Institute Virtual Learning Environment)

Achievements / Qualifications.....

.....

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How did you learn about the Courses .....

- The full Course Fees cover the cost of
- Registration
  - Tuition and Full Professional Training
  - An Introductory Guide to Anatomy & Physiology\*
  - Course Manual and Home Study Materials
  - Access to Richdales Institute Virtual Learning Environment
  - One years Free Membership of the Postgraduate Association

*Light refreshments are available throughout the day with the Institute's compliments*

**I wish to enrol for the ITEC Diploma in Reflexology** ..... commencing on.....  
(Includes Anatomy & Physiology and Professional Conduct & Business Awareness modules)

- I enclose payment for full Course fees of £1090 + VAT (£190.75) = £1280.75.
- I enclose a booking fee of £295 and undertake to pay £365 four weeks before the start of the Course. The balance of £690 will be paid monthly in 6 instalments of £115 each (total of £1350 to include VAT and administration charges)

**I wish to enrol for the ITEC Diploma in Holistic Massage** ..... commencing on.....  
(Includes Anatomy & Physiology and Professional Conduct & Business Awareness modules)

- I enclose payment for full Course fees of £1075 + VAT (£188.13) = £1263.13
- I enclose a booking fee of £295 and undertake to pay £365 four weeks before the start of the Course. The balance of £665 will be paid monthly in 5 instalments of £133 each (total of £1325 to include VAT and administration charges)

**I wish to enrol for the ITEC Diplomas in Aromatherapy** ..... commencing on.....  
(Successful students will also be awarded the ITEC Diploma in Holistic Massage)

- I enclose payment for full Course fees of £1899 + VAT (£332.33) = £2231.33.
- I enclose a booking fee of £395 and undertake to pay £455 four weeks before the start of the Course. The balance of £1496 will be paid monthly in 11 instalments of £136 each (total of £2346 to include VAT and administration charges)

**I wish to enrol for the ITEC Diploma in Aromatherapy** ..... commencing on.....  
(For students holding an ITEC Diploma in Holistic Massage or equivalent)

- I enclose payment for full Course fees of £889 + VAT (£155.58) = £1044.58.
- I enclose a booking fee of £195 and undertake to pay £340 four weeks before the start of the Course. The balance of £560 will be paid monthly in 5 instalments of £113 each (total of £1095 to include VAT and administration charges)

**I wish to enrol for the ITEC Diploma in Anatomy & Physiology** ..... commencing on.....

- I enclose payment for full Course fees of £388 + VAT (£67.90) = £455.90.
- I enclose a booking fee of £155 and undertake to pay £115 four weeks before the start of the Course. The balance of £210 will be paid monthly in 2 instalments of £105 (total of £480 to include VAT and administration charges)

**I wish to enrol for the ITEC Diploma Course in Indian Head Massage** ..... commencing on.....

- I enclose payment for full Course fees of £255 + VAT (£44.63) = £299.63.
- I enclose a booking fee of £150 and undertake to pay £149.63 four weeks before the start of the Course.  
\*No set text books required

**I wish to enrol for the ITEC Course in Professional Conduct & Business Awareness** ..... commencing on.....

- I enclose payment for full Course fees of £150 + VAT (£26.25) = £176.25.  
\*No set text books required

Please make cheques payable to **Richdales Institute**. For payment by Credit Card telephone 020 8900 9005

Signature ..... Date .....

(I am over 18 years of age and undertake to pay the fees as stated and agree to the Institute's Conditions of Enrolment printed overleaf)

## **Conditions of Enrolment - Please read carefully**

ALL COMMUNICATIONS WITH THE INSTITUTE MUST BE IN WRITING.

All classes and examinations are conducted in English. Students must have good command of written and spoken English. The Institute has a Virtual Learning Environment and so students will be required to have access to the internet.

### **Attendance**

If the student is unable to attend a scheduled Study Weekend it is important that the Registrar is informed promptly. All contact tuition hours must be completed prior to sitting for Examinations.

Students must inform the Registrar and Principal Tutor immediately of any medical conditions they may suffer from, which may affect their ability to give or receive any treatments in class.

The Institute reserves the right to change the location of the Course Venue.

The Institute will take all reasonable steps to ensure that no classes are cancelled. If, however, a cancellation occurs due to unavoidable circumstances (eg tutor sickness) a new class date will be provided.

Students are encouraged to stay with their Enrolling Class. If a student wishes to change to another Class, an administrative charge of £50 + VAT will apply.

The Institute will not accept responsibility for any loss, damage to, or theft of personal property.

### **Fees**

Full fees are payable on enrolment, either by one single payment, or by a booking fee and instalments agreed with the Institute. The instalment plan is a concession of the Institute to help students with their payments and, *the balance of the outstanding Course fees will become payable even if the student should fail to complete the Course through non-attendance*. Any students who fail to keep to the instalment plan as agreed with the Institute may incur further charges.

When a student's place on the Course is confirmed the booking fee is non-refundable. Fees are refundable only if courses are full or in the unlikely event of the course being cancelled.

The Institute reserves the right:

- 1) To refuse an application without reason, in which case all fees paid will be refunded
- 2) To remove from the Course any student deemed disruptive to the class, in which case no fees will be refunded

### **Examination Fees**

Students may only sit for the Institute and ITEC examinations once all the Institute and ITEC Course requirements have been satisfactorily completed.

Students need to be registered with ITEC for examinations and the following fees become payable 8 weeks prior to the ITEC Examinations. It is mandatory that a representative of ITEC invigilates the final Examinations.

|                                      |        |                        |
|--------------------------------------|--------|------------------------|
| ITEC Diploma in Anatomy & Physiology | £68.15 | (Theory only)          |
| ITEC Diploma in Holistic Massage     | £99.58 | (Theory and Practical) |
| ITEC Diploma in Aromatherapy         | £99.58 | (Theory and Practical) |
| ITEC Diploma in Reflexology          | £99.58 | (Theory and Practical) |
| ITEC Diploma in Indian Head Massage  | £75.08 | (Theory and Practical) |

*The Examination Fees include costs of ITEC Registration; Invigilation; Marking Examination Papers, Projects and Case Histories; Diplomas; Administration; the Venue and VAT.*

Aromatherapy students may have to sit the ITEC Diploma in Holistic Massage examinations (unless exempt). Indian Head Massage students have to hold an ITEC Qualification in a Complementary Therapy or equivalent eg Holistic Massage, Reflexology, Aromatherapy etc ....

Any students having to take examinations independently (ie at a different time to the Examinations for the Course) will incur additional charges.

The Institute's Prospectus and Conditions of Enrolment are correct at the time of printing and may be subject to alteration without prior notice. E & OE.