

# 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 QCF ITEC Diploma in Reflexology commencing on.....**  
(Includes Anatomy, Physiology & Pathology and Business Practice & Health, Safety & Hygiene modules)

- I enclose payment for one-payment discounted Course fees of £1090 + VAT (£218.00) = £1308.00
- I enclose a booking fee of £295 and undertake to pay £365 four weeks before the start of the Course. The balance of £720 will be paid monthly in 6 instalments of £120 each (total of £1380 to include VAT)

**I wish to enrol for the QCF ITEC Diploma in Holistic Massage commencing on.....**  
(Includes Anatomy, Physiology & Pathology and Business Practice & Health, Safety & Hygiene modules)

- I enclose payment for one-payment discounted Course fees of £1075 + VAT (£215.00) = £1290.00
- I enclose a booking fee of £295 and undertake to pay £365 four weeks before the start of the Course. The balance of £715 will be paid monthly in 5 instalments of £143 each (total of £1375 to include VAT)

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

- I enclose payment for one-payment discounted Course fees of £1899 + VAT (£379.80) = £2278.80
- I enclose a booking fee of £395 and undertake to pay £461 four weeks before the start of the Course. The balance of £1540 will be paid monthly in 11 instalments of £140 each (total of £2396 to include VAT)

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

- I enclose payment for one-payment discounted Course fees of £388 + VAT (£77.60) = £465.60
- I enclose a booking fee of £155 and undertake to pay £115 four weeks before the start of the Course. The balance of £220 will be paid monthly in 2 instalments of £110 (total of £490 to include VAT)

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

- I enclose payment for one-payment discounted Course fees of £255 + VAT (£51) = £306.00
- I enclose a booking fee of £150 and undertake to pay £176 four weeks before the start of the Course (total of £326 to include VAT)

**I wish to enrol for the QCF ITEC Award in Healthy Eating & Well Being for Complementary Therapy Client commencing on.....**

- I enclose payment for one-payment discounted Course fees of £150 + VAT (£30) = £180.00

**I wish to enrol for the ITEC Course in Business Practice & Health, Safety & Hygiene commencing on.....**

- I enclose payment for full Course fees of £175 + VAT (£35) = £210.00
- \*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)

**The Registrar Richdales Institute**  
**Alperton House Bridgewater Road Wembley Middlesex HA0 1EH**  
**Tel: 0208 900 9005**

## 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. Any coursework produced by students during the Course may be used as examples by the Institute with due credit given to the student.

### **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 is 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.

QCF ITEC Diploma in Anatomy, Physiology & Pathology	£82.25	(Theory only)
QCF ITEC Diploma in Massage, Reflexology or Aromatherapy	£99.58	(Theory and Practical)
QCF ITEC Diploma in Indian Head Massage	£75.08	(Theory and Practical)

QCF ITEC Award in Healthy Eating & Well Being for Complementary Therapy Client £82.25. (Theory)

If this award is taken as part of the ITEC Diploma in Massage, Reflexology or Aromatherapy **there is no ITEC exam fee for this award.**

*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.