

## Booking form/learning agreement for The Body Art Academy Piercing Course

If you require assistance filling in this form please don't hesitate to contact us

**PLEASE USE BLOCK CAPITALS**

Name:	Date of birth:
Mobile:	Address:
Landline:	
Email:	

**PLEASE TICK THE BOX FOR THE COURSE YOU ARE APPLYING FOR**

The genital piercing section of the course is optional; those students who wish to refrain from studying this module will be entitled to a discount by the sum of £295.

### COURSE 1

Full course curriculum + lifetime pledge: £1,290

Deposit required: £250.00

Full course curriculum  OR Exclude genital piercing (-£295 )

Please choose carefully as downgrading your course is not possible, however if you choose to upgrade your course you will need to notify TBAA up to six weeks before the start of your course date. If you have already contacted us on availability of dates please confirm the date you were given.

Start Date of course  /  /  End date of course  /  /

If you have not yet received or contacted TBAA on possible start dates please do not return the booking form until you have your date.

(Please see page 2 for payment options/ page 3 for policies)

**To pay a deposit - If your course is within 6 weeks of the start date payment must be made in full**

**Please make all monies payable to 'The Body Art Academy Limited'**

**Applicants are recommended to use guaranteed recorded delivery as TBAA will not be held responsible for any lost post**

**(please circle one)**

I have enclosed a cheque / postal order / cash for the sum of £

The remaining balance will be paid up to 6 weeks before my start date.

Print: .....  
Sign: .....  
Date: .....

**To pay in full**

**Please make all monies payable to 'The Body Art Academy Limited'**

**Applicants are recommended to use guaranteed recorded delivery as TBAA will not be held responsible for any lost post**

**(please circle one)**

I have enclosed a cheque / postal order / cash for the sum of £

Print: .....  
Sign: .....  
Date: .....

**To pay the remaining balance**

**Please make all monies payable to 'The Body Art Academy Limited'**

**Applicants are recommended to use guaranteed recorded delivery as TBAA will not be held responsible for any lost post**

**(please circle one)**

I have enclosed a cheque / postal order / cash for the sum of £

Print: .....  
Sign: .....  
Date: .....

**If you are paying via telephone**

**(please circle one)**

I have paid by card via telephone for a deposit / remaining balance / full payment for the sum of £

Print: .....  
Sign: .....  
Date: .....

<p><b><u>TBAA USE ONLY</u></b> <b><u>Staff signature to confirm telephone payment</u></b>  Signed:.....</p>
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Your booking form will now be processed on receipt and confirmation of the booking and start date will be sent to you along with your receipt. Please allow up to 2 weeks for your booking form to be processed.

**Welcome to the start of one of the most rewarding careers you could give yourself**

**Refund Policy**

Deposits are non-refundable but are able to be transferred to another date if the applicant is unable to attend the first date provided TBAA is notified up to three weeks before the course start date. If the applicant has paid in full they will receive a refund (minus the deposit part of the payment) provided TBAA is notified up to three weeks before the course start date. If the applicant has paid in full and the course is cancelled within the three week period no monies will be refunded but are still transferable to another course start date. If the applicant has paid a deposit and has failed to pay the remainder of the balance up to six weeks before the course start date no monies will be refunded. Failure to attend the course will result in no monies being refunded. In accordance with the Consumer Protection Distance selling regulations made in 2000, when a course is booked the purchaser is entitled to cancel the contract within seven days from the application form date. Cancellations must be made in writing and sent to our address. In relation to the distance selling regulations made in 2000 (seven days cooling off period) all monies paid on application towards the course fees as deposits outside of the seven days cooling off period are non-refundable but are still transferable to another start date providing the purchaser has notified TBAA before the cancellation dead line when no monies can be refunded.

**Our complaints policy**

We are committed to providing a high-quality service to all our clients. If something goes wrong, we need you to tell us about it. This will help us to continue to provide our high standards. The complaints policy is available on request via phone (01332 200 211), email (info@thebodyartacademy.com) or in writing (The Body Art Academy, 46 Curzon Street, Derby, DE1 1LL)

**Attendance**

It is the responsibility of the learner to ensure all reasonable steps are taken to attend their course. The Body Art Academy will not be held responsible for non-attendance. The Body Art Academy will not be held responsible for failure to complete the course due to non-attendance. It is at the discretion of The Body Art Academy to consider exceptional circumstances of non-attendance. A doctor's note must be provided by the learner for non-attendance due to illness.

**Please Note**

It may be necessary, for reasons beyond the control of The Body Art Academy, to change the content and timing of the course, the date, the venue or the tutor.

**Curriculum**

Course curriculum is available at [www.thebodyartacademy.com](http://www.thebodyartacademy.com)  
If learners are unable to access the curriculum they can request it by contacting us via email, telephone or post.

**Suitability for the course**

Learners will be contacted via phone or email to confirm their suitability for the course before the course is booked in. It is a requirement that students are at least 18 years of age, proof of ID may be requested.

I can confirm I have understood all of the information in my booking form/ learning agreement.

I can confirm I agree to all of the information in my booking form/learning agreement.

Signed learner:.....

Date learner:.....

Signed TBAA:.....

Date TBAA:.....