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 Please complete the form in full

Course Registration Form

Name of course		
Course date	Start date:	End date:
Full name & Surname		
Date of birth (DD/MM/YYYY/)		
Gender (Male or Female)		
Address 1 (house nr. and street)		
Address 2		
Town/City		
Postal code		

Section 2: Emergency contact details

Emergency contact number	
Relationship to you	
Contact number	

Please read the following so that you fully understand what is required of you and what you can expect from Stardust Training Academy. If you have any questions, please do not hesitate to contact us.

Service:

We will endeavor to provide the course as described on the promotional material. Please be aware, due to unforeseen circumstances details may need to be altered. However, the overall quality of the course will not be diminished and we will endeavor as soon as possible of any changes.

Tutors:

All of our tutors are highly experienced, knowledgeable individual. They are committed to offering and ensuring the best learning experience for all learners. Feedback is encouraged throughout the course. Please give honest feedback, positive and negative as we wish to improve our services and the experience of our learners.

Courses with practical element:

Some of our courses has a practical component to them, which if applied inappropriately may involve elements of risk or discomfort. By agreeing to this course registration, you take personal responsibility for your own actions. Stardust Training Academy take no responsibility for damage, death, or injury caused to you or by you as a result of participation. You must at all times work within your own ability and scope of practice.

Your responsibilities:

It is your responsibility to ensure that you attended all sessions. Stardust Training Academy will receive the right to ask you to make up lost time at your own expense, if the Tutor feels the extra time is needed. Stardust Training Academy ask that you inform Tutor of any time you may miss and discuss how to make this time up if necessary. We received the right to remove any person from a course if their behavior is deemed by the Tutor to be detrimental to the group, unsafe or adversely affecting the groups enjoyment. We will not be liable from any refund in these circumstances. It is your responsibility to ensure you have professional liability insurance (if appropriate) e.g., students' insurance for massage at events.

Homework:

You will be expected to present homework and carry out assessments on the due/ arrange dates. If you are experiencing any problems with meeting deadlines, please discuss with your Tutor at the earliest opportunities. Please do not leave until it becomes a problem! We are flexible and will do all we can to help to accommodate your needs.

Plagiarism:

You are expected to acknowledge to use of the work of others as presenting the work of the other as your own represents cheating. If work has to be remarked due to plagiarism,

Stardust Training Academy reserves the right to charge for the Tutor time for remarking. Tutors will give guidelines on how to acknowledge the work of others.

Audio & video recording:

Audio and video recordings of training days is not permitted without the written permission of Stardust Training Academy.

Resendable adjustments:

Stardust Training Academy will aim to facilitate open access for learners who are eligible for reasonable adjustment and / or special consideration in assessments, while ensuring that the assessments of skills, knowledge, understanding and competent is not compromise. Resendable adjustments may be agreed to help reduce the effect of a disability or difficulty that may place the learner at a disadvantage during the assessment process. Please inform Stardust Training Academy of any difficulty or disability that may affect your learning or ability to demonstrate competence. All information will be dealt with in confidence and not discuss with other without your agreement.

Suitability/ support

If for any reason you find yourself in extenuating circumstances or unable to attend or complete a course, please discuss with your Tutor at your earliest convenience. We may be able to offer support or help. Generally, refunds are not given but please discuss with Stardust Training Academy, as each case will be considered on merit.

Complaints:

Should you have a problem or complaint of your course, you must bring it to the attention of our staff as soon as possible and we will try and rectify the problem. If you feel that the problem was not resolved and resulted in a much reduce enjoyment of the course you must inform us in writing within 28 days and we will response within 28 days to resolve the matter to the satisfaction of both parties.

Applies procedure:

In exceptional circumstances, if you are in disagreement with your assessor concurring the assessment, you have the right to revere the matter. Please see applies procedure policy.

Learner signature:

Date:

Tutor/ assessor signature:

Date:



