



# CCTS REGISTRATION – 11 MONTH DIPLOMA COURSE

## • YOUR DETAILS

Your Full Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel / Mob: \_\_\_\_\_ / \_\_\_\_\_

Email: \_\_\_\_\_ DOB: \_\_\_\_\_ Nationality: \_\_\_\_\_

## • YOUR COURSE RESERVATION

✓ Please reserve me a place on the 11 Month Diploma in Hypnotherapy & Psychotherapy in:  LONDON  BIRMINGHAM

## • HEALTH

LEEDS  CAMBRIDGE

Please indicate any medical conditions, disabilities or special learning needs you have, which you think we should know about:

\_\_\_\_\_

## • COURSE PAYMENT

Total Course Fee = £2040 plus VAT (£2397)

Please tick your preferred choice of payment:

<b>OPTION 1</b> <input type="checkbox"/>
<b>Full Payment – 10 % Discount</b>
Full Payment includes a 10% discount. Total Fee = £2157.30

<b>OPTION 2</b> <input type="checkbox"/>
<b>Monthly Instalments (Inc VAT)</b>
Registration Fee of £199.75 plus 11 monthly payments of £199.75.

**If you have chosen to pay by option 2 please include your Registration fee with this application and complete the Standing Order mandate attached.**

Cheques are made payable to Contemporary College of Therapeutic Studies Ltd.

For Credit/Debit card payments please complete your details below. Please note that all Credit and Debit card transactions are subject to a 4% surcharge.

Name as it appears on Card \_\_\_\_\_ Card Number \_\_\_\_\_

Card Type \_\_\_\_\_ E.g., VISA/MasterCard/Maestro/AMEX Valid From Date \_\_\_\_\_ Expiry Date \_\_\_\_\_

Issue No \_\_\_\_\_ Security No (on back of card) \_\_\_\_\_  Signature \_\_\_\_\_ Date \_\_\_\_\_

Is the address above the same address that your card is registered to? YES / NO If no please provide the registered address.

\_\_\_\_\_

## • CONFIRMATION

I have read, understood and agree to the terms detailed over and wish to apply for a place on the course as indicated above.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

**Please include with this Registration form an A4 page telling us about you and your reasons for attending this course.**

Please now send this form along with your completed Standing Order mandate and Registration Fee if applicable to:

**CCTS. 4 Communications House, 9 St Johns Street, Colchester, Essex, CO2 7NN.**

## • LEARNING AGREEMENT

Contemporary College of Therapeutic Studies is committed to providing you with a professional course that fulfills your learning requirements to the fullest. During your time in training Contemporary College agrees to provide the following:

1. A learning environment, which encourages you to develop your potential.
2. Suitably qualified and committed staff.
3. Appropriate learning facilities, equipment and materials.
4. A personal tutor to provide support and guidance.
5. Regular feedback on your progress, including the return of session reports by the agreed date.
6. Equality of opportunity.

Contemporary College asks you to:

1. Participate fully in your programme of study.
2. Take responsibility for your own learning and personal behaviour.
3. Attend a minimum of 80% of your course of study, and attend punctually.
4. Submit coursework and session reports promptly.
5. Notify staff of any absence as soon as possible.
6. Discuss your progress regularly with appropriate staff.
7. Respect the rights and confidentiality of other individuals, including staff.
8. Consult with your personal tutor if you are considering any changes in your programme of study.
9. Pay all fees in accordance with the details outlined in the credit agreement below.

## • AWARDS

Award will only be issued when the candidate has attended at least 80% of the programme of study, has completed the required amount of course work, has completed the assessments satisfactorily, and has paid all course fees in full. Contemporary College reserves the right to refuse an award for study if all or any of these requirements are not met. Any award made to students is at the discretion of Contemporary College.

## • COURSE FEES

The course fees stated in this form are for the 2008 period only and are subject to review annually on the 1<sup>st</sup> January. Course fees can be paid in full or by instalments as indicated over. VAT is applicable. Contemporary College provides a facility for payment of course fees on a monthly basis payable by standing order only. Payment for the course in full entitles the payee to a 10% discount on the full course price. Payments in full are due on or before the first day of the beginning of the stated course starting date. Standing Orders are payable on the 15<sup>th</sup> of each month. Cheques or standing orders that are returned unpaid will be liable to an administration charge of £10.

## • CANCELLATIONS POLICY

Notifications of cancellations of course attendance are only accepted in writing to the Contemporary College main office, the address of which can be found over. In relation to payments by instalment, if for any reason, not including the College asking a student to withdraw from training, a student will not be able to continue their programme of study at a period within their proposed course dates they will remain liable for the remaining course fees for their course of study as follows:

Withdrawal up to mid way through the students proposed course dates, the student will remain liable for their course fees for half of the total amount of the fee payable for the course.

Withdrawal after mid way through the students proposed course dates, the student will be liable for the full course fee payable for the course.

In relation to full payments, no refunds on course fees will be given for payments made in full after the start of the course date for which the student has enrolled, or for any payments already made to Contemporary College prior to the students withdrawal from their course of study.

