CCTS REGISTRATION – CERTIFICATE & DIPLOMA COURSE

Version: 2012.1

• YOUR DETAILS

Title: Dr / Mr / Mrs / Ms First Name: _____ Last Name: _____

Address: _____

_____ Postcode: _____

Tel / Mob: _____ / _____

Email: _____ DOB: _____ Nationality: _____

• YOUR COURSE REGISTRATION

✓ Please reserve me a place on the

❑ 4 Month Certificate in Clinical Hypnosis & NLP

❑ 11 Month Diploma in Integrative Hypnotherapy & Psychotherapy

in ❑ LONDON

❑ _____

• HEALTH

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

_____

• COURSE PAYMENT

4 Month Certificate in Cognitive Hypnosis & NLP – **Registration Fee: £199.20**. Total Course Fee = £996 plus VAT (£1195.20)

11 Month Diploma in Integrative Hypnotherapy & Psychotherapy – **Registration Fee: £288.00**. Total Course Fee = £2300 plus VAT (£2760)

Please tick your preferred choice of payment:

❑ Payment in Full – 5% Discount

❑ Registration Fee plus Monthly Standing Order (Mandate Sent with Confirmation Letter)

❑ Pay by Credit/Debit Card (a 4% surcharge applies) for: ❑ Registration Fee ❑ Full Payment

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 and conditions on Page 2 of this form 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 **whole form, with your registration fee, if applicable** to:

CCTS. 13 Gilderdale Close, Colchester, Essex, CO4 0NL.

• PAGE 2 - TERMS & CONDITIONS

• 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 directly at CCTS 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 course fees section 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 sole discretion of Contemporary College of Therapeutic Studies Ltd.

• COURSE FEES

The course fees stated in this form are for the 2012 period only and are subject to review annually on the 1st January. Course fees can be paid in full or by instalments as indicated in Page 1 of this form. 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 5% 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 15th 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 in Page 1 of this form. 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 chosen course dates they will remain liable for the remaining course fees for their course of study as follows:

- Withdrawal after the start of 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 student's withdrawal from their course of study.

NON PAYMENT

Invoices which remain unpaid after Contemporary College accounts department have attempted reasonably to gain payment will be referred to our accounts collection team at Daniels Silverman Ltd. It is likely that additional fees will become payable if this becomes necessary.

CCTS reserve the right to cancel a course if student numbers fall below 6 students.