

Our commitment to Learning



Terms & Conditions

The school should:

- Ensure that the curriculum is delivered as closely as possible.
- Inform the learner of changes to their programme
- Operate a process of review which asks for feedback from learners
- Make available and accessible a range of work experience options and selected other support services
- Ensure that assignments and coursework are set in a planned way and that learners are given feedback within an identified timescale.
- Ensure that all information is accurately stored and used appropriately
- Establish and maintain an environment which promotes learning
- Provide additional help to those with learning difficulties or disabilities

Learners should:

- Treat all staff and learners with courtesy
- Attend all timetabled classes punctually
- Inform the school if they have problems which may affect their attendance and studies.
- Ask for assistance if they are having difficulties with any aspect of their studies including any medical conditions
- Treat with care and respect the facilities provided for learners as well as any venues in which classes are held.
- Submit coursework and assignments on schedule
- Inform school staff about changes to their contact details

Weekend Course Terms & Conditions Only

These are the rules you will agree to when you enrol on any weekend course with The Wedding Planner School

- I understand that my deposit is non-refundable and non-transferable unless *The Wedding Planner School* or *Learn Direct* should cancel or postpone the course. This means that I cannot switch courses or pass my place over to another person without penalty.
- Should I wish to cancel or change courses I will lose my deposit.
- Should I wish to cancel or change courses within 15 days of the weekend course commencement I will lose my entire course fee.
- I understand that the balance must be received 14 days before the course date otherwise *The Wedding Planner School* reserves the right to cancel the booking. Any changes I make to this booking will be in writing.
- I am satisfied that I have received adequate information relating to the course content so that I have made an informed decision about which course best suits my needs and expectations.
- I agree to inform my tutor *immediately* if I am unhappy with any part of the course, teaching, facilities or personal treatment. I will allow my tutor reasonable time to make corrections and improvements.
- I will not plagiarise, copy, share, misuse or alter the course handouts, screen prints and format in any way.

Home Study Terms & Conditions Only

These are the rules you will agree to when you enrol on any home study course or portfolio production exercise with The Wedding Planner School

- I understand that my full *home study* course fee is non-refundable and non-transferable after the 7-day statutory cooling off period. This means that I cannot switch courses or pass my place over to another person without losing my fees. I am eligible to pay my fees in full even if I do not complete the course.
- At the end of this period my pack will be dispatched to me by Royal Mail.
- If I decide during the cooling off period that I wish to cancel or transfer courses I can do so without charge, but must inform the school in writing and follow up with a telephone call.
- I will provide correct information so that the packs can be sent to my home correctly. I understand that The Wedding Planner School is not responsible for packs going missing in the post, or for me giving incorrect information. If packs need to be resent due to my own error, I understand there will be a postage and administration fee of £20 per pack.
- I have adequate funds in my account and understand that I am liable for any administrative charges relating to 'bounced' cheques or rejected card payments.
- I declare that I will not plagiarise, copy, share, misuse or alter the course content in any way.
- I will complete the home study course within 12 months from the date of enrolment.
- I can expect to receive my coursework marked and returned to me within 28 days of receipt by the school. I will follow the guidelines given in the course literature with regards to returning work safely.
- I permit The Wedding Planner School to reproduce coursework, images, reviews, letters of thanks and my stories as part of promotional materials

Terms and Conditions for payment by instalment

Credit and payment by instalment is allowed on a basis of goodwill so it is essential that you do not take liberties with this privilege. Anybody paying for a course in more than one payment is subject to the following rules (this *excludes* those paying for weekend courses in the normal way):

- I will pay my course fees as described on the application form.
- I will receive a payment schedule outlining the dates and amounts for payment and will strictly abide by this schedule.
- I am entirely responsible for ensuring that there are sufficient funds to make each instalment.
- Missed payments or bounced cheques will result in my course being cancelled immediately, and all fees lost. I will however still be eligible to pay the outstanding balance.
- Late fees apply if my payment is more than 30 days overdue. A 10% charge will be automatically added to my account.
- Each time I make a payment I will receive a pack of course materials.
- All unpaid course fees will be collected by an external collection agency and subject to their fees.
- Even if I do not complete my course I am eligible to pay all my course fees