

(August 2010)

**1 YOUR DETAILS IN BLOCK CAPITALS**

Mr/Mrs/Ms/Miss .....Forename..... Surname.....  
 Correspondence Address.....  
 Post Code.....  
 Date of Birth..... Contact No. ....  
 E-mail address .....

ETM students: How long have you been regularly attending aerobic classes?.....

GYM students: How long have you regularly been attending a gym?.....

PERSONAL TRAINER Students: Please enclose a photocopy of your L2 gym qualification

Do you have any special learning needs? .....

**2 YOUR CHOICE OF COURSE AND COURSE CODE (PLEASE TICK):**

**NOTE: We must receive your booking form AT LEAST 8 weeks prior to your assessment day (except for the 1 day modules which can be booked anytime prior to the course date subject to availability).**

- |                          |   |                   |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | O.C.R. Exercise To Music Instructor     | Course Code ..... |
| <input type="checkbox"/> | O.C.R. Gym Instructor                   | Course Code ..... |
| <input type="checkbox"/> | O.C.R. Personal Trainer                 | Course Code ..... |
| <input type="checkbox"/> | Bodylogic Personal Training Certificate |                   |
| <input type="checkbox"/> | Studio Cycling Module                   | Date.....         |

**3 CHOICE OF PAYMENT METHOD (PLEASE TICK):** **Payment via deposit (cheque) and standing order**

I enclose a deposit of £..... and have enclosed the standing order mandate issuing a further 4 monthly payments of £..... from my bank account.

 **Payment in full via cheque Amount £.....**

Please make cheques payable to Bodylogic Instructor Training

 **Payment in full via credit or debit card (Payment may be made over the phone)**

Type of Card .....

Card issue date..... expiry date..... Issue No (if available).....

Name on card.....

Card No \_\_\_\_\_ Amount £ \_\_\_\_\_

Card Security Code Number \_\_\_\_\_

**4 DECLARATION AND SIGNATURE:**

I declare that all information given is true and agree to pay all monies due. I have read the terms and conditions, which are clear to me and agree to abide by them.

**Signed**..... **Date**.....

Please tell us where you heard about Bodylogic Instructor Training from. ....

Which other training providers did you receive information from.....

What was the main factor(s) in deciding to choose Bodylogic? .....

**Please return this form to: Bodylogic Training, Head Office, 104 Railway Road, Chorley, Lancashire, PR6 0HN**  
**Credit card payments will incur a 2% surcharge.**

## Course Booking Terms and Conditions as of July 2010

Please read these General Terms and Conditions of Enrolment in full before enrolling on your course/module, as they apply to all bookings and are deemed incorporated into your contract. They do not affect your statutory rights. If you book your course by phone you will be asked if you have read these T and Cs and agree to them. If you have any questions regarding these terms, please contact the office on 01257 411352.

By making a booking you confirm that you have accessed our website, and/or talked with one of our tutors, to decide which course or module(s) is best for your needs. While we will do all that we can to help you make the right choice, the ultimate decision is yours and yours alone.

### **What Bodylogic course fees include:**

Where required Awarding Body registration fees.

All home study materials and 1st class Royal mail posting of.

Tutor support throughout the home study and assessment period.

Tuition and feedback at assessment days.

All assessment, verification and certification fees.

### **Course booking policy**

#### **Deferrals**

Booking a course is like booking a holiday: once a place is sold to one person, it becomes unavailable to others. If during the home-study period you decide to change your choice of course code for whatever reason, you will need to pay a course code transfer fee. If you decide to change your course code by giving at least 2 weeks notice from your practice assessment day, there will be a transfer fee of just £120 to provide you with another course code. We will not accept any deferral less than 2 weeks prior to the practice assessment day unless this is due to medical reasons. In this situation you must provide the office with a medical certificate within 14 days and you will be required to pay a rebooking fee before we can offer you another course code. The fee payable will depend upon the time between Bodylogic being notified and your practice/ assessment day.

Only 1 transfer /deferral is permitted.

If you make the decision, at any stage of your course, not to attend the practice or actual assessment day no refund will be given. Should you attend the practice assessment day but not your final day, for whatever reason, Bodylogic have no obligation to offer you another final assessment day, but where one is offered, a fee of £120 is required and must be made before a further final assessment day can be booked.

You must attend the practice assessment day in order to attend the final assessment day.

All assessments must take place within 12 months of enrolling.

#### **Venue and date changes made by Bodylogic**

In the unlikely event that Bodylogic has to cancel a practice or final assessment day including but not limited to where course numbers are below the recommended class size, a tutor is ill or a venue becomes unexpectedly unavailable, Bodylogic may cancel that day and will offer you a choice of alternative dates. If these dates are not suitable for you and you choose to withdraw Bodylogic will provide a refund of £60 per cancelled day.

Bodylogic will also pay any reasonable travel and accommodation expenses you have necessarily incurred on the production of receipts if the cancellation is within 48 hours of the practice or final assessment date. This is limited to economy class rail travel, fuel at the rate of 30p per mile from your residential address to the location and £50 in respect of hotel accommodation.

**Venue Changes** We reserve the right to change the assessment venue. Should this happen we guarantee that the new venue will be within 5 miles of the booked venue. Bodylogic will not be liable for any costs this may incur.

**Standing Order / Direct Debit agreement.** If you default / cancel the standing order/direct debit agreement, Bodylogic will pursue owed monies to the full value of your booked course and also any incurred legal costs.

**Studio Cycling Module.** Once booked, no refunds or transfers can be offered. If we have to cancel a module a full refund will be offered. Bodylogic will not be responsible for any other costs incurred providing we give you 48 hours notice.

**Failed units and re-sits.** If you do not pass all units Bodylogic have no mandatory obligation to offer you a resit of a failed unit. However if a re-sit is offered you must attend the date we offer and pay the fee required.

Current fees are £40 for a theory test. £25 for resubmission of coursework and £60 for a practical assessment.

These fees are subject to reasonable change and you will be informed of this at the time of resit.

**Course content and delivery.** Course content/assessment delivery may change without notification subject to Awarding Body syllabus and certification changes.

**General.** It is a requirement that you inform Bodylogic of any changes of address or telephone or e mail.

Bodylogic will not be responsible for any communication sent but not received.

Certificates: certificates will be issued with the name supplied on the booking form. Duplicate certificates will be liable for a charge. Our Terms and Conditions are Office of Fair Trading friendly and are important in safeguarding both you and Bodylogic Training. These terms and conditions are subject to reasonable change without notification.