

Booking Form & Terms & Conditions of Educational Services



VICKI CLARKE
COSMETICS &
COSMETOLOGY TRAINING



Name _____ DOB _____

Address _____ Postcode _____

Email _____ Phone _____

Course Title(s) _____

Start Date _____

Other Arranged dates/ timetable _____

Payment

Telephone & Email Bookings must be paid in full no later than 14 days prior to the course start date.
(If payment is not settled 14 days prior to the start date Vicki Clarke Cosmetics & Cosmetology Training School reserves the right to allocate the course to another delegate.)

Booking Form & Terms & Conditions of Educational Services

Transferring Course dates after confirmation booking will incur a £50 admin fee.

Cancellation of Courses

Charges will apply should you cancel your course:

*20 plus days before the start date set at 50% of course total

*1-20 days before the start date set at 100% of the course total

*Your cancellation will be confirmed in writing with an invoice for any fees due

*course deposits are non-refundable

Course Dates & Venues

Vicki Clarke Cosmetics & Cosmetology Training School reserve the right to alter course dates and venues without liability.

In the event of a cancellation where an alternative cannot be provided in respect of that course a full refund will be offered or a new training date and venue made available. (Refunds exclude any cost met by the student; such as travel, accommodation, annual leave).

Cancellations due to circumstances outside our control; For example adverse weather conditions, flooding, or industrial action and student inability to remain available for the course date.

Student Conduct

Vicki Clarke Cosmetics & Cosmetology Training School reserve the right to withdraw services from students who:

* Are insulting, harassing or discriminatory towards other students, tutors, staff members during their training.

*Refuse to engage in class work, provide requested homework within a timely manner

*Go AWOL for course dates, continually arrive late, take phone calls, or in any way disrupt other students or tutors during training.

*Refuse to work within health & safety requirements and clean up their work stations/ working area at the end of training session on direction from their tutor.

Course outlines

Vicki Clarke Cosmetics & Cosmetology Training School Reserve the right to alter its course content and/or trainer.

Course Notes & Training

Vicki Clarke Cosmetics & Cosmetology Training course notes, videos cannot be relied upon for legal interpretation, nor can our employees, trainers or consultants accept responsibility for the actions of clients, or those of other people reading the course notes, or the responsibility for any loss incurred as a result of relying on the course content manuals and videos.

Booking Form & Terms & Conditions of Educational Services

Course Notes & Copyright

Vicki Clarke Cosmetics & Cosmetology Training does not permit you to use any course material for anything other than a training guide for your course. You must not copy, plagiarise, or pass off as your own. If you are found to be doing this you will be in full breach of copy right terms and conditions which may lead to prosecution under copyright patents Act 1988. Should you need to copy or reproduce any works you shall need the written consent of Vicki Clarke Cosmetics & Cosmetology Training or the tutors involved in writing the course.

Please be aware Vicki Clarke Cosmetic & Cosmetology Website is also copy written, no paragraphs, descriptions or photographs may be reused without written permission from the company director. Any person breaching copyright may be liable to criminal prosecution and a claim for civil damages.

Certification

Vicki Clarke Cosmetics & Cosmetology Training reserve the right to request all completed homework to a passable standard within a timely manner and a completed and signed student feedback form from the student before the certificate is issued. Upon course completion and all relevant documents made available, certification is sent to your email as a PDF within 14 days.

Vicki Clarke Cosmetics & Cosmetology Training Does not allow any certificate to be used to train another person/ student and you are not permitted to use any certificate issued by us, to obtain any form of teaching practice, unless agreed in a contractual written agreement.

Privacy notice

PRIVACY NOTICE

Why your personal data is collected and what is done with it

When you supply your personal details to Vicki Clarke Cosmetics & Cosmetology they are stored and processed for 4 reasons (Relevant terms used in the Data protection Act 2018, which includes the General Data Protection Regulation- GDPR – i.e. the law):

1. Vicki Clarke Cosmetics & Cosmetology needs to collect personal information about your health in order to provide you with the best possible treatment/training. Your requesting treatment/training and our agreement to provide that care constitutes a contract. You can, of course, refuse to provide the information, but if you were to do that we would not be able to provide treatment/training.
2. Vicki Clarke Cosmetics & Cosmetology has a “Legitimate Interest” in collecting that information, because without it we couldn’t do our job effectively and safely.
3. Vicki Clarke Cosmetics & Cosmetology also think that it is important that we can contact you in order to confirm your appointments, request homework submission with us or to update you on

Booking Form & Terms & Conditions of Educational Services

matters related to your treatment. This again constitutes “Legitimate Interest”, but this time it is your legitimate interest.

4. Provided we have your consent, we may occasionally send you general health, new course information and special offer information in the form of articles, advice or newsletters. You may withdraw this consent at any time – just let us know by any convenient method.

Vicki Clarke Cosmetics & Cosmetology has a legal obligation to retain your records for 8 years after your most recent appointment, but after this period you can ask us to delete your records if you wish. Otherwise, we will retain your records indefinitely in order that we can provide you with the best possible care should you need to see us at some future date.

Your records are stored in a locked container with in your training service salon.

Vicki Clarke Cosmetics & Cosmetology will never share your data with anyone who does not need access without your written consent. Only the following people/agencies will have routine access to your data:

- Your Tutor(s), in order that they can provide you with safe treatment/ training
- Reception staff at the salon where your appointment has been booked (they do not have access to your medical history or sensitive personal information).

Vicki Clarke Cosmetics & Cosmetology Training School Director, in order to retain student information for insurance purposes and the safe keeping of certificate.

- Other administrative staff, such as our bookkeeper. (This would just be essential contact details).

Vicki Clarke Cosmetics & Cosmetology would like permission to contact you regarding appointments. Please confirm your consent by signing and dating at the bottom of this form.

Vicki Clarke Cosmetics & Cosmetology would like to take pictures and videos to use on our social media platforms and on our website

Please feel free to contact us directly if you have any questions.

Please note that although Vicki Clarke Cosmetics & Cosmetology doesn't directly place any cookies on their website, third parties may use cookies, over which we have no control. You can block cookies by activating the setting on your browser.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website: www.ico.org.uk.

Picture and video consent
Print..... Signed..... Date.....
All other consent
Print..... Signed..... Date.....

Booking Form & Terms & Conditions of Educational Services

Complaints Procedure

Vicki Clarke Cosmetics & Cosmetology handle complaints very seriously.

Complaints must be made in writing and emailed to;

vickiclarketrainingacademy@teachers.org

**I have read and understood and agree to the above terms and conditions of Vicki Clarke
Cosmetics & Cosmetology Training**

Student Name (in CAPS): _____

Student Signature: _____ Date: _____

Booking Form & Terms & Conditions of Educational Services

Student Comments of
Course(s)

Name: _____

Signed: _____

Date: _____