

# Terms & conditions for booking the all courses

Uk's Best Beauty and makeup training provider .The classroom courses are accredited with International Practitioners Holistic Medicine (IPHM) certificate courses. With over 20 years' experience providing Continuing Professional Development beauty & Makeup training certificate diplomas ,we are the world's leading beauty training for those looking to get accredited certificates for training courses.Tutors Qualified Beauty Professionals sharing their industry experience with students. Ongoing Support. Book with confidence!

Achieve an international qualification at Level 2 and/3 with our NVQ qualified Training providers trainer. Get employed or open your own salon on completion! Fast track, flexible study!

All Class room Beauty Courses & Course Packages Industry leading IPHM Accredited Fast Track Beauty Training Courses. Fully insurable with leading insurers,work within Beauty,Freelance from home or mobile on completion!

The BP Makeup & Beauty Training Diploma courses offer high quality, fast track beauty training allowing you to begin earning from home or mobile quickly.

"All Diploma courses from The BPMakeup & Beauty Training are Accredited by IPHM and recognised by leading insurers including Tawegate, IPHM, Insurance and Tawegate ensuring you receive high quality training that allows you to go on to achieve your goals and begin earning within this exciting industry."

Multi Buy Course Packages provide a discount versus booking Classroom Courses individually. The packages are carefully designed to bring together some of our most popular 1 Day Classroom Courses to give you the perfect business start-up opportunity and skills to be successful within your chosen area of beauty. Progress onto further Courses as your beauty business develops to best meet the treatment needs of your growing client base.

# What can we offer you?

We offer courses suitable for beginners, right through to advanced training in beauty treatments. Our courses vary from 1-2 day accredited diploma courses to extend or refresh therapist skills, to regulated employment-ready qualification programmes through flexible study. Our classroom courses run 16 days, 2 days, 3 hours in a week.

We look forward to welcoming you to training at The BP Makeup & Beauty Training very soon.

Your booking confirmation will provide all information you need to attend. Do check your junk / spam mail if you do not see this within your inbox.

please email our team at <a href="mailto:bookings@bpmakeupbeauty.co.uk">bookings@bpmakeupbeauty.co.uk</a>

# About us

We have trained a staggering over 7,000 students. While our training is fast track, we don't cut corners! All courses are IPHM accredited and NVQ AET award winning trainer have 20 years beauty industry experience

## **Standard Terms & Conditions policies**

#### **Booking Payment for courses**

Payment is required in full at the time of booking,fee accepted by PayPal link only, Please email on learn@bpmakeupbeauty.co.uk or call 07493812958 with one of our Course Advisors for more advice on our courses fee payment options.

Should you have a discount code, gift voucher, offer or other credit on file applicable, please ensure you apply this at the time of making payment as these cannot be applied retrospectively once payment has been made. Please note we reserve the right to amend course prices or run promotions at any time, without prior notice. Once a booking is made, the price paid is final and no price difference can be refunded in the event of a later course price reduction.

## Refunds

All course fees are strictly non-refundable and non-transferable.

The BP Makeup & Beauty Training is unable to offer refunds where training is cancelled or postponed outside of our control. An alternative training date will be offered. It is the student's responsibility to get in touch to reschedule any such postponed training. The BP Makeup & Beauty Training is not responsible for any loss of income or accommodation/travelling costs students may incur in the event that postponement of training courses is necessary.

#### **Cancellation of Courses**

The agreed date of booking expires after 14 days. If you do not provide at least 72 hours' notice in writing prior to a booked training course of non-attendance, this will be considered a no-show and expire the cooling off period as if the course was attended. Rescheduling of such unattended training will be at The BP Makeup & Beauty Training's discretion at a fee of £50 per day.

Paypal only: you have a 14 day statutory 'cooling off' to cancel your booking agreement. This does not imply a right of course cancellation.Course bookings remain non-refundable. Any courses cancelled at our discretion, would be applied as a credit on file to rebook or transfer to alternative training within a 6 month period from the original course date.

If you wish to exercise your right to cancel, you must notify us in writing within the 14 day period by emailing learn@bpmakeupbeauty.co.uk

certificate covering named student/training date).

compassionate reasons such as close family bereavement (proof of which may be required) for non-attendance.

In the first instance, please contact at <u>bookings@bpmakeupbeauty.co.uk</u> regarding your reschedule request (or non-attendance), who will respond within 24 working hours.

In the event that The BP Makeup & Beauty training should have to cancel your course for reasons outside of our control; The Beauty Academy will endeavour to give students at least 24 hours' notice of any cancellation by telephone and/or email. The BP Makeup & Beauty training is not responsible for any loss of income or accommodation/travelling costs students may incur due to the cancellation of courses. All courses required to be cancelled/postponed by The BP Makeup & Beauty Training will be rescheduled for a further course date within 6 months of the original booked course date. Such courses remain non-refundable but may be transferred to alternative courses if desired, to the same value.

We reserve the right to make a charge to cover our reasonable administration costs and would advise if applicable, upon confirming receipt of your cancellation request.

Additional Terms & Conditions Relating to Course Packages & Promotional Offers Discount will be on stated packages only. Any saving stated refers to the saving made against the full, standard individual course fees for the courses included within that package or the usual course package price itself. Discounted packages cannot have any further discount applied.

Courses within the Packages must be attended by the same person.

Courses within the Packages cannot be changed or substituted with any other courses, only the specified courses will be provided.

\*Courses booked as part of packages through PayPal or direct debit will be subject to a minimum balance cleared on finance before we can issue certificates. We reserve the right to amend course prices or run promotions at any time, without prior notice.We cannot retrospectively apply discounts to booked courses.

All courses booked as part of the Package deals are non-refundable and non-transferable under any circumstances. Any reschedules of dates will be at the discretion of The BP Makeup & Beauty Training and subject to the rescheduling fee of £50 per training date, where deemed possible.

Dates must be selected at time of booking. Training dates are subject to availability at preferred training places.

# General

All practical training must be completed within 6 months of booking your course, unless otherwise agreed in writing at the time of booking. Should you fail to attend your original training dates for any reason and the course later be retired or amended in content, no refund or difference in courses fees will be offered. You may however, look to use the course fees on file as a credit towards payment for an alternative course of your choosing within 6 months of the original date of booking. Students who fail to book, attend or reschedule training within 6 months of enrolling upon their course (taken from date of making first payment) will forfeit any course fees paid. We cannot offer any refunds, credits or substitute training in such circumstances.

For gift vouchers, these will expire on the date given on the voucher itself and cannot be extended or redeemed beyond this date. Any fees paid for gift vouchers would be forfeit after the voucher expiry date.

#### Named Student

Booked training is non-transferable to an alternative student. Please ensure the booking is made giving the correct name of the person attending the course at the time of making payment. Amendments to this will be chargeable at £50 per course date/person, where possible for a change to be accommodated and a minimum of 48 hours' notice prior to the course date is required, in writing.

#### Minimum Student Age

We accept all students aged 18 years or over for our face to face training courses. With regret due to insurance reasons, we are unable to accept students aged under 16 years on the day of training for face to face courses, Please note most insurers will only provide public liability (beauty therapist) insurance for working with the general public to those aged 18 or over, although some selected companies will accept those aged 16 or over.

#### **Course Times**

Please arrive at the training centre at 9.45am for a 10.00am start. Courses finish at approximately 1.00pm. (Unless other start/end times specified in your confirmation email). A short break for lunch is provided for full day courses during which we recommend students remain within the training centre (please bring cold food with you). If you arrive late in the morning or when returning from agreed breaks, you will be refused entry to the training. This is to avoid disruption for other students on the course and ensure you cover all course content/required hours to be successful in achieving The BP Makeup & Beauty Training diploma for the course.

In the event that you are late arriving in the morning and refused entry, please contact our Bookings Team to reschedule by emailing bookings@bpmakeupbeauty.co.uk – Please note a fee of £50 will apply to reschedule your training. If late returning from breaks you will be unable to complete your course and will forfeit course fees.

Please therefore ensure you allow sufficient time for travelling and returning from lunch. Make use of Google maps or What3words on smart phone or print map/directions from our website when planning your journey beforehand, to assist you in locating the centre on the training day.

All students must attend the full training day diploma until given time. Should you choose or need to leave a course before the approximate end time of 1pm, please contact us prior to the course to discuss this. If you leave before the end of the course on the day, without prior agreement, you will forfeit any course fees and may not achieve your diploma.

#### **Confirmation of Bookings**

Once you have booked a training course you will receive an email within working hours to confirm the booking.

Should a receipt for payment be required, please request this by emailing bookings@bpmakeupbeauty.co.uk the time of booking or within 2 months of completing the training. Beyond this time, receipts cannot be issued.

# **Diploma Certificates**

Diploma certificates are issued by email within 2 working days of completion of case study of your training course(s)\*. Certificates are provided as a digital certificate to meet the needs of insurance providers & reduce our carbon footprint. Students are responsible for ensuring they contact us by email within 30 days of attending their training course, should you fail to receive their diploma certificate for any reason or should there be any error in the certificate received. Beyond this time, the below fees for replacement certificates may apply. If you require your certificate to be reissued in a new name, we would require evidence for the reason for change of name plus the standard replacement certificate fees.

Students wishing to purchase a replacement digital certificate or hard copy of their diploma may do so by emailing bookings@thebeautyacademy.org so that a link can be sent to allow you to process your diploma request charge securely online through our website.

Replacement of certificate(s) by email only (digital copy) is charged at £10 per certificate. Certificates as a printed hard copy by post is charged at £25 per certificate. When purchasing a hard copy replacement certificate at £25 each, we will also send a free digital copy by email if requested at time of payment online for replacement certificate(s). For hard copies, please note the diploma will take the identical format as the PDF diploma provided to you by email and will be simply a printed copy on plain card for your convenience. For this reason many students will find it more economical & convenient to print their diplomas at home where required for display purposes etc. Many beauty insurers prefer to receive the digital diploma supplied by email.

# During your training

During your training you will usually be required to give and receive treatments.

The only exceptions to this are Acrylic and UV Gel Nail Extension Courses where you will be working on a Nail Trainer Hand; or Eyelash Extension Courses where you will be working on a Mannequin Head.

Please note courses may be mixed sex groups. Male students are required to provide a female model for waxing courses. If you have personal or religious reasons where you require training in a same sex environment only, please discuss this with our Course Advisors before booking.

Photography / recording of training (both audio or video) is strictly prohibited while in attendance at the training centre. This is to protect the privacy of other students, meet Data Protection requirements and avoid disruption to training. Tutors may occasionally take photos of student work during training with express permission, for marketing/promotional purposes. Comprehensive training notes are provided at the time of booking and our Support team is available to assist with any queries after training, therefore this should not be required. For those with additional learning needs, we can usually arrange access to our Online Student Portal to access additional resources such as training videos to support you and extend / refresh your learning beyond your training day(s). This is available on request, although a fee may apply.

All courses are taught only in English. All students are therefore required to have a good command of the English language, both written and spoken. This is essential so that the tutor is able to assess a student's competence of all required aspects to achieve The BP makeup & Beauty Training Diploma. Students must advise of any language issues at the time of booking as we may recommend one to one training as a more suitable training option (for which additional cost applies, see below).

Should a student be unable to demonstrate the required level of English to participate fully within the course, they may be refused the diploma and would unfortunately forfeit any course fees paid. Therefore it is important to discuss this prior to booking if you feel this may be an issue affecting your learning and course participation.

Students will need to bring along their own cold food for lunch and are recommended to remain at the class, rather than go off-premises during agreed breaks to ensure you are available promptly for when training resumes. Currently we are unable to provide refreshments in line with Covid-secure measures, although toilet and handwashing facilities are available at all centres.

#### **Medical Conditions**

Please make us aware of any health conditions and/or medications currently taken that may affect your practical training or assessment days. All students are required to disclose any medical conditions at the time of booking, which will be dealt with in the strictest of confidence. Some conditions may impede ability to participate fully within a course. An important part of training is to deliver and receive treatments. Adjustments will be made to accommodate medical conditions where possible and practical. A medical certificate may be required in line with our insurance obligations. Where students are unable to receive treatments for medical reasons, a female model may be requested to be provided by the student for each training day.

Due to health & safety / insurance obligations, students within pregnancy may be unable to partake in practical training days or assessment days, to receive treatments. This applies to all students within the first 12 weeks of pregnancy or anyone considered high risk in pregnancy. Where possible to attend, you may be required to bring a female model to your training to practise upon, please call us before booking so we can confirm course suitability for you. The only exception to this would be training courses where you are working on a training hand or head e.g. nail courses, lash extension courses etc., although the cut-off is usually 32 weeks pregnant.

Failure to disclose known medical conditions at the time of booking or to provide a female model where requested, which later prevent participation in a particular course may result in forfeit of course fees.

#### Waxing Courses

In consideration of other students participating in the course, you must be prepared to give AND RECEIVE the waxing treatment. If you attend the course with less than 5 mm of hair growth or are unprepared to receive the treatment, you will not be allowed to take part, resulting in the loss of all course fees. Male students are required to provide a suitable female model upon which to practise due to the nature of these treatments.

# Manicure & Pedicure, Luxury Manicure & Pedicure and Gel Polish Courses

Please ensure any nail extensions or enhancements such as gel polish are removed prior to attending the course, as you will give and receive treatments working on the natural nails. Failure to remove such before the training day may result in being unable to participate within the course and a rescheduling fee being applicable.

**Highly Defined Brows, Brow Shaping & Tinting,** Brow Lamination and Lash Lift Courses Prior to training for this course you will be required to complete a patch test for the lash lift &/or tinting products at least 24 hours before your course commences. It is mandatory to purchase a patch test kit with the Lash Lift & Tinting Course, Brow Lamination, Highly Defined Brows and Brow Shaping & Tinting training courses. These enable you to complete the patch test at home. For the Lash Lift and Brow Lamination

courses only, these products are also required on the training day for use at the centre. Please ensure that eyelash extensions have been removed prior to any training involving eyelash tinting or lash lift. If false lashes or lash extensions are to be learnt as part of your course, please note these would be completed on a mannequin training head therefore no patch test with the glue will be required beforehand. Those who have undergone facial cosmetic procedures to include surgery, dermal fillers of any kind or semi-permanent make-up / facial tattooing or microblading within the last 12 weeks may be unable to participate within these courses. Failure to disclose these treatments prior to booking your course may result in loss of course fees.

# Facial Massage & Skincare, Electrical Facials & Microdermabrasion Courses

Please ensure you have removed any eyelash extensions before attending these courses. You will be required to remove any make-up as part of giving/receiving treatments on these training courses. You must ensure you are able to receive treatments and have notified us of any medical conditions / medications which may prevent you receiving treatments. Those receiving certain treatments for acne (such as roaccutane) or who have undergone cosmetic procedures to include surgery, dermal fillers of any kind or semi-permanent make-up / facial tattooing or microblading within the last 12 weeks will be unable to participate within these courses. Failure to disclose these treatments prior to booking your course may result in loss of course fees.

Students booking Electrical Facials &/or Microdermabrasion training courses will be sent a document outlining medical conditions that may affect your suitability to participate within training. Please read through this thoroughly and respond by return email to confirm yes (with specific details) or no to indicate if there are no conditions applicable to you. This allows us to ensure you are able and safe to give/receive the treatments due to the Electrical aspects involved with these treatments. Once your response is received, we will then be able to confirm your training dates or will contact you to discuss further.

If taking Facials / Electrical Facials training with specific intention to progress to Level 4 Aesthetics, please note it is the responsibility of the learner to check with both their chosen further training provider and insurance company that this qualification meets their requirements. We offer full awards in both Level 2 & 3 qualifications which may be more suitable for your needs. Please discuss this with a Course Advisor before booking, if unsure about this or have any queries.

#### **Refresher Training**

Following training, students should begin practising treatments as soon as possible while the knowledge and skills are freshly learnt. Students are recommended to ensure they put public liability insurance in place before taking on paying clients. Students are advised to refer to the Practical Training notes provided with the Booking Confirmation email following training to refresh your knowledge and assist you with the treatment routines etc. Should you be unable to practise your skills and/or require additional training at a later stage, please note additional fees apply per training day required if students need practice again in class, for which an additional fee may apply.

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