

## **TERMS AND CONDITIONS**

Absolute Perfection Wedding Consultancy Ltd aims to deliver a first class standard of training and education on all fronts. We respectfully draw your attention to the following terms and conditions.

### **1. The Contract**

#### **1.1**

All applications must be confirmed by submitting payment by card, cheque or bank transfer. You will be required to complete an enrolment form

#### **1.2**

Upon receipt of payment and completed enrolment form the course materials will be dispatched in full via email in electronic format and our service to you will then commence. This will constitute a contractual agreement.

### **2. Cancellation**

#### **2.1**

In the event of a cancellation by a student prior to submitting payment, no charges will be levied.

#### **2.2**

In line with the Distance Selling Regulations, on receipt of payment and completed enrolment form the course materials will be dispatched. Given the unique electronic format in which the course materials are delivered, no refunds are permitted under any circumstances; otherwise the whole system would be open to abuse.

#### **2.3**

Should highly unusual circumstances arise, Absolute Perfection reserves the right to cancel or postpone the course. If the course is cancelled a refund of appropriate funds will be offered.

### **3. The Course**

#### **3.1**

Absolute Perfection reserves the right to alter the content, format and structure of the course without notice. Such updates to the course will be sent to all students via email.

#### **3.2**

The course is designed to be completed within 6 months but we do appreciate each student's requirements differ. It is therefore fine if you want to take longer. Approximately 20% of students choose to take up to a year and 10% of students take up to 18 months. Students are expected to have completed the course within 18 months of enrolment. Tutorial guidance will still be available but coursework assessments will cease after this period.

### **4. Fees**

#### **4.1**

Absolute Perfection reserves the right to alter course fees without notice.

#### **4.2**

Following an email request for help during office hours, your Tutor will always respond immediately, no matter what they are doing (unless out of the office/on the phone etc!) Turn-around times for assessment and marking varies between 1-10 working on average. Students are expected to continue working through the course while they wait for grades.

Please bear in mind that Tutors also have obligations to their clients (brides) and naturally, there are times when client requirements will have to precede student assessments. It is a fine balancing act and dependent on the Tutors immediate bridal commitments. Therefore if a student does not start the course within 3 months of enrolment, if necessary we reserve the right to charge a late starting inconvenience fee of £50.00.

#### **4.3**

Likewise, if a student has not completed the course within 18 months of enrolling and wants tutorial assessments to continue, with student approval we reserve the right to charge a late finishing inconvenience fee of £100.00 to cover costs relating to potential increases in course fees, tutor fees and any other additional administrative costs we might incur.

## **5. Qualification / Certification**

### **5.1**

On completion of the course you will receive a formal certificate outlining your grade (Pass, Merit or Distinction) to display in your office. You will also receive a mini-web certificate to display on your website. You are permitted to publicise your achievement in your promotional business literature and website as outlined in 5.2.

### **5.2**

You will have attained a Certificate in Advanced Wedding Planning Design & Management from Absolute Perfection Wedding Consultancy. Any reference to your certification should include the name of the awarding company - Absolute Perfection Wedding Consultancy Limited.

## **6. Liability**

### **6.1**

In no event shall Absolute Perfection be liable for any damages whatsoever arising out of or in connection with the use of our course. We are legally obliged to point out that Absolute Perfection takes no responsibility for the accuracy or validity of any claims or statements as outlined in the course materials or on the company website. The course is provided without warranty of any kind, except as referred to in point 2 above.

## **7. Indemnity**

### **7.1**

You agree to defend, indemnify and hold us harmless from all liabilities, costs and expenses, including legal fees, related to any violation of this Agreement by you or your clients.

We reserve the right to modify these terms at any time and it is your obligation to keep up to date with any changes that may be made. W

## **8. Addendum**

### **8.1**

You agree to allow Absolute Perfection to refer relevant wedding enquiries to your website, for instance to assist brides looking for a student planner.

### **8.2**

To be eligible for 12 months Student Membership of The Wedding Association offer, you must complete the course within 18 months of enrolment and attain either a Merit or Distinction grade. Student membership simply means that you may claim to be a Student Member of The Wedding Association for 12 months. Given the strict code of conduct and criteria for joining, The Association itself will not promote your company nor provide any professional guidance or assistance to you as a Student Member other than formally confirming your Student Membership if requested.

### **8.3**

Your Membership will start when you attain a Merit or Distinction grade and shall promptly finish 12 months later. At the end of this period you may not continue to claim Membership of The Wedding Association. The Association carries out checks to ensure businesses do not claim false Membership.