

| Course | | Please tick choice | |
|--|---|-----------------------|--|
| Diploma Montessori Pedagogy – Birth to Seven (Early Years Educator) | | Level 3 | |
| Diploma Montessori Pedagogy – Birth to Seven (Early Years Educator) | | Level 4 | |
| Montessori in Practice | | MIP | |
| <p>Entrance Requirements</p> <ul style="list-style-type: none"> You must be aged 18 or over Have a minimum of 3 GCSEs to include Maths and English GCSE at grade C or above (or NARIC statement of comparability) If English is not your first language you must have IELTS (academic) at 6.5 UK/EU citizen (or full and relevant visa for duration of course) A Disclosure and Barring Service (DBS) check will be required, as it is for anyone working with children. <p>Additional Entrance Requirements for Level 4:</p> <ul style="list-style-type: none"> In addition to the above you must also have one 'A' Level at Grade C or above, plus one further 'A' Level (or NARIC statement of comparability) <p>Online Learning requirements</p> <ul style="list-style-type: none"> Personal Email account Web browsing and word processing skills Reliable broadband access. Bandwidth recommendation: minimum of 4mb download speed. Users can test their bandwidth at http://www.speedtest.net/ A web browser with JavaScript and Flash enabled to accept cookies. Current recommended minimum browsers include Google Chrome, Mozilla Firefox, Safari 6 | | | |
| <p>Attendance and Course dates</p> <p>Level 3: 2 semesters of 18 weeks over one academic year, plus professional placement. Level 4: 2 semesters of 20 weeks over one academic year, plus professional placement.</p> <p>At both levels a minimum of 6 – 10 hours independent study per week is required.</p> <p>Data Protection All the information collected in this form is necessary and relevant to the performance of the course applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for application purposes only. Westwood Training and Consultancy will treat all personal information with the utmost confidentiality and in line with current data protection legislation. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your learning and in relation to any legal challenge which may be made regarding our application practices.</p> <p>For more information on how we use the information you have provided, please see our privacy notice which can be found on our website www.westwoodtrainingandconsultancy.org.uk</p> | | | |
| Student Details | | | |
| Surname | | First Name (s) | |
| Known As | | Date of Birth | |
| First Language | | Other Language | |
| Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female | Religion | |
| Home Address (incl Post code) | | | |

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| Mobile Tel No | | Home Tel No | |
| Occupation | | Work Tel No | |
| Email address | | | |
| Student Additional Needs or Disclosures - Do you have any additional needs that will require support? | | | |
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| ETHNICITY - WTC is committed to providing equal opportunities for all. To assist us with our monitoring, please tick the appropriate box to indicate your cultural background. | | | |
| I do not wish an ethnic background to be recorded | | Asian | |
| White | | Indian | |
| British | | Pakistani | |
| Irish | | Bangladeshi | |
| Traveller of Irish Heritage | | Nepali | |
| Gypsy/Roma | | African Asian | |
| Albanian (ex Kosovan) | | Other Asian | |
| Italian | | Chinese | |
| Kosovan | | Thai | |
| Greek/Greek Cypriot | | Vietnamese | |
| Turkish/Turkish Cypriot | | Other Asian background | |
| White Eastern European | | Black or Black British | |
| White Western European | | Caribbean | |
| White other (other white background not shown above) | | Nigerian | |
| Mixed/Dual Background | | Other Black African | |
| White and Black Caribbean | | Any other Black background | |
| White and Black African | | Any Other Ethnic Background | |
| White and Asian | | Afghanistani | |
| White and any other ethnic group | | Filipino | |
| Other mixed background | | Any other ethnic group | |

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| Terms and Conditions |
| <p>The Agreement: The Registration Form & Terms and Conditions represent the understanding between Westwood Training and Consultancy (WTC) and the Student/Sponsor. The signing of the Registration Form & Terms and Conditions gives rise to a legally binding contract on the below terms between yourselves and WTC and constitutes commencement of the Agreement. Any breach of the Terms and Conditions will result, if necessary, in your place being withdrawn and possible court action to recoup any money owed to WTC.</p> <p>Abuse to Staff: WTC will not tolerate any form of bullying, harassment, intimidation, or violence towards any WTC staff member. If a student intimidates or acts in an aggressive way towards a staff member, they will be asked to leave the premises immediately. This may result in the loss of your place on the course. More serious incidents will be reported to the police for further action.</p> <p>Admission: It is the intention of WTC to make our provision accessible to students from all sections of the community. Our admissions policy operates in conjunction with our Equality Policy to ensure that is applied in a fair and unbiased manner.</p> <p>Bank Charges: In the event of a payment being recalled from the WTC bank account and marked as unpaid, we will contact the student/sponsor concerned and ask for an alternative payment to be made. Any charges that have been passed onto us by our bank will be included.</p> |

Cancellation: You have a statutory right to cancel during a period of 14 days after signing this contract. Under the Cancellation policy and guidance of the Consumer Contracts Regulations 2013, you may cancel your purchase of the course within the period of 14 calendar days (cancellation period) from the date on which the contract of purchase is concluded. If you choose to cancel within this period, you will receive a refund of the fee, paid within 30 days.

You have the right to cancel your booking at the following terms:

- 1.1 A course place cancelled after 14 days will incur a fee of **25%** of the total course cost, the remaining balance will be refunded, paid within 30 days
- 1.2 Refunds will not be given if you make a request for a course cancellation less than 5 working days before the course starting date.
- 1.3 Please note that, the right to cancel will not apply once we issue your login detail for online study platform. This will be issued no more than 5 days before commencement of the course.
- 1.4 Westwood Training and Consultancy reserves the right to cancel a course if number of delegates have not reached the minimum required to run the course effectively. The company also reserves the right to cancel in the event of an unforeseen circumstance which disables a safe training environment. In the event of a cancellation, WTC will either arrange for an alternative course date or offer a full refund of the course fee paid.

Deferral: Deferral to a later group may be possible, provided the contract is adhered to. It is essential that students discuss their request for a deferral with their Tutor in the first instance. The centre administrator is informed and copied into any correspondence from the start.

- 1.1 If an agreement is reached, a written request for approval is made by the Tutor, to the centre administrator, stating whether the deferral would be for one or two intakes. Where necessary the centre administrator will refer the request to the principal.
- 1.2 The approval to defer will be confirmed in writing by the principal who will send a deferral form to the student to complete and return.
- 1.3 A deferral fee of £100.00 will be payable if more than 14 days after the course start date. Please note it will not be possible to revert to the original group once the deferral request has been approved.
- 1.4 The student will be offered the opportunity to resume a maximum one year later at the same point of the course.
- 1.5 The registration fee is non-refundable.

Disclosures: WTC needs to be informed about any medical and non-medical condition, health problem, allergy or suspected learning difficulty affecting the student. We also need to be informed of any family circumstances or court order that may affect you whilst attending the centre. Please ensure that such information is disclosed on your WTC enrolment form. In addition, you are required to inform WTC in writing of any changes to the information held by us (e.g., changes to emergency contacts, allergies, medical conditions).

Fees: The contracted fees are the full tuition fees for the selected course at the point of Registration.

Failure on the part of the student to adhere to the study programme in no way affects the student's liability to pay the contracted fees, particularly as the expense of the centre are in no way lessened by a student's withdrawal and fees are calculated on the assumption that the full intake of students will complete the course.

Students with fees unpaid will incur a surcharge of £100 per instalment without exception. The full remaining balance of a course will become payable should instalments fall into arrears.

Course fees are inclusive of VAT.

Payment Plan: On a case-by-case basis, WTC may allow payment in instalments. There is an Administration Fee of £30 to use this service. In these circumstances, fees are payable in three equal instalments. No reminders will be sent. Failure to meet these terms will result in your removal from the scheme and fees will then become due for immediate and full payment. Fees must be paid in full upon completion of the course. Failure to do so will result in the qualification certificate being withheld.

Property and Belongings: WTC cannot be held responsible for the loss or damage to student's property unless damage is caused due to the negligence of the centre.

Registration Fee: Once you have decided to register for a course, you will be required to complete and sign a Registration Form and agree to the Terms and Conditions. Upon receipt of your completed Registration Form and Fee, your application will be finalised.

Social Media & ICT: Students are required to adhere to WTC's E-safety, Safeguarding & ICT and Social Networking policies. It is a criminal offence to use the WTC ICT system for a purpose not permitted by its owner. ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras; email, social networking and that ICT use may also include personal ICT devices when used for WTC business. Students should understand that they should not post any visual images, recordings or comments that relate to WTC including those of children or parents on to any Social Networking sites. The WTC may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery, or sound.

| Sponsored Study | |
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| If you are sponsored to study with WTC, please give this form to your sponsor. Your sponsor is required to complete the section below and countersign the form. | |
| Sponsor Details | |
| Surname | First Name (s) |
| Home Address (incl Post code) | |
| Mobile Tel No | Home Tel No |
| Email Address | |

| Sponsor Declaration | |
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| <ul style="list-style-type: none"> I understand that the registration fee is non-refundable and non-transferable. I understand that there are terms and conditions for cancelling or deferring the course. I understand that WTC reserves the right to amend the Terms and Conditions from time to time and that I will be given reasonable notice of any such amendment. I understand and accept the terms and conditions and agree to abide by them. | |
| Sponsor | |
| Print Name | |
| Sign | |
| Date | |

| Student Declaration | |
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| <ul style="list-style-type: none"> I have read and understood the Entrance Requirements for my chosen course and can (or will) meet these before starting the course. These will be completed at my own expense. I have read and understood the Online Learning Requirements and can (or will) meet these before starting the course. These will be completed at my own expense. I have read and understood the Data Protection Statement. I understand that the registration fee is non-refundable and non-transferable. I understand that there are terms and conditions for cancelling or deferring the course. I understand that WTC reserves the right to amend the Terms and Conditions from time to time and that I will be given reasonable notice of any such amendment. I understand and accept the terms and conditions and agree to abide by them. | |
| Student | |
| Print Name | |
| Sign | |
| Date | |

Payment Details

Registration Fee

Please make a payment of £100 using bank details below

PAYMENT BY BACS ONLY:

Lloyds Bank

Account Name: Westwood Training and Consultancy

Sort Code: 30-97-24

Account No: 55963260

Use Reference: REGFEE [Your Surname]

For office use only:

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| Email receipt confirmation sent | |
| Application fee received | |
| SAGE updated | |

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| Interview confirmed | |
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