

# **DOG GROOMING TRAINING ACADEMY**



## **COURSE BOOKING FORM**

Please complete our Course Booking form and return the completed form to 'The Dog Grooming Training Academy' along with the appropriate payment.

**The Dog Grooming Training Academy**  
Unit 3 & 4, Woodside Animal Farm, Mancroft Rd, Aley Green LU1 4DG  
**Call:** 01582 842828 **Email:** [info@doggroomacademy.co.uk](mailto:info@doggroomacademy.co.uk)

FULL NAME

ADDRESS

TOWN/CITY

POSTCODE

TELEPHONE NUMBER

MOBILE NUMBER

EMAIL

**COURSE TITLE** (Please tick)

- Taster Session
- 1 Day Pet Grooming Course
- 5 Day Basic Dog Grooming Course
- Pet First Aid Course
- City & Guilds Level 2 - Dog Walking
- City & Guilds Level 2 Certificate for Dog Grooming Assistants (7763-02)
- City & Guilds Level 2 (7763-02) - Qualification Only
- OCN Level 3 Dog Grooming Diploma
- Professional Dog Grooming Course
- Styling Days

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COURSE START DATE

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**PLEASE TICK BOX TO ACCEPT TERMS & CONDITIONS** (Shown below)

SIGNED

DATE

DEPOSIT PAID

**The Dog Grooming Training Academy**

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## Terms & Conditions

The cost of tuition is as stated for each of the individual courses as listed. All course fees must be paid in full in accordance with the terms stated. A registration form must be completed and accompanied by a deposit before a reservation on the course will be confirmed.

**All deposits are non-refundable under any circumstances. The balance of the course must be paid before the commencement of all courses. Should a student cancel their booking within 28 days of the commencement date of the course, the Dog Grooming Training Academy will endeavour to sell that place to another student, failing which all fees will be forfeited and any outstanding balance will become due immediately.**

Courses are tailored to suit the student and an attendance schedule will be negotiated when booking a place on a course. Once a booking is made, the course days cannot be changed. Failure to attend booked days will result in a loss of those course days.

The proprietors of the Dog Grooming Training Academy reserve the right to refuse to accept a student for whom they feel any course is unsuitable. No reason for such a decision may be given.

Students are expected to be punctual and to co-operate with colleagues so as to ensure the smooth running and congenial atmosphere of the salon throughout the duration of the course. All courses begin at 1000hrs and finish at 1600hrs each day.

In the event of any course having to be cancelled by the Dog Grooming Training Academy before completion, for whatever reason, participating students will be offered a refund proportionate to the time lost, or offered the opportunity to continue the course at a time mutually agreed.

In the event of any course having to be cancelled by the Dog Grooming Training Academy prior to the starting date, for whatever reason, a full refund will be made to the student. It should be noted, that the Dog Grooming Training Academy accepts no liability for additional expenses such as travelling, accommodation fees or other related costs that may have been incurred.

All students are fully covered by insurance against claims by owners of dogs upon which they have worked during the course.

The Dog Grooming Training Academy would like to advise all students to ensure their tetanus vaccinations are up to date. The Dog Grooming Training Academy will not be held liable for any mishap that may arise as a result of any student not having done so.

Students completing a City & Guilds qualification are expected to keep up to date with assignments and complete all paperwork before the end of the course. There is a practical assessment and a theory exam at the end of the course. If a student fails the practical assessment they will be given one further chance to pass this assessment at no additional cost. Following a further failure the student will be liable for the cost of any additional teaching and assessing. Should a student fail their theory exam however any re-takes are chargeable. Qualification must be completed within 3 years of registration.

Students are asked to give details of any medical conditions, disabilities or allergies. Dog grooming is a physically demanding job and involves standing for long periods and some lifting. If you have any concerns regarding potential health issues please make us aware before booking a place on the course and consult your own G.P.

Contact lenses are not appropriate for wearing whilst grooming. Jewellery is also unacceptable. Sensible footwear and clothing is the uniform of the day.

These Terms & Conditions constitute a contract between the Student and The Dog Grooming Training Academy.

Under The General Data Protection Regulation 2018 (GDPR 2018), all personal and other information and details collected by us will not be disclosed to any third party, except in the case of students registering for qualifications whereby the information may be shared with the relevant examining body and or the company Heavenlyz who we deliver qualifications on behalf of.

Your booking information (name, address, email, telephone number) is stored on our database and is only accessible by The Dog Grooming Training Academy Ltd for the purposes of administration. Access controls are in place to ensure the ongoing security of information entrusted to us and we are required by law to keep the information confidential. We also maintain an email account and store student emails and email address for our future records. Our own website [www.doggroomacademy.co.uk](http://www.doggroomacademy.co.uk) via Asylumedia.com is HTTP Secure (HTTPS) to offer you further protection whilst browsing our website or booking online. If you have subscribed for emails or opted-in on your booking form we may contact you occasionally about any offers/news at the Dog Grooming Training Academy Ltd. We will not sell, trade, or transfer your details to third parties. Any e-mail marketing we carry out will always allow you to unsubscribe from the mailing list, and you can contact us anytime to unsubscribe.

You can contact us to ask us what information we hold about you. You can request that this information is deleted. When we cease trading all information will be destroyed or will be transferred to the new proprietor who will be bound by the same GDPR Privacy laws.

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