

Enrolment Form Rev30

Please complete this form in BLOCK CAPITALS and return it to Bookings Dept, Future Fit Training, Suite 24, Katana House, Fort Fareham, Newgate Lane, Fareham, Hampshire. PO14 1AH.

Personal details

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Other	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Forename					Surname		
Address					Date of birth		
					Home telephone		
Postcode					Mobile telephone		
Nationality					Email		
Emergency contact					Emergency telephone		

Do you have any specific learning needs? If so, please tick as appropriate

Dyslexia

English as a second language

Do you have any pre-existing medical condition, impairment or disability which could prevent you from taking part on either the practical or theory-based elements of our courses?

Yes

No

If yes, please attach appropriate Doctor's note confirming that you are fit to participate and attend

Booking details

Please tick the diplomas and/or modules you wish to book. Your Training Co-ordinator will arrange dates and venues with you. Please note that all courses and diplomas must be completed within 3 years of booking.

Diplomas	Personal Trainer	<input type="checkbox"/>	Advanced Personal Trainer	<input type="checkbox"/>
	Studio Professional	<input type="checkbox"/>	Advanced Studio Professional	<input type="checkbox"/>
	Nutrition Specialist	<input type="checkbox"/>	Complete Mat Pilates	<input type="checkbox"/>
	Total Immersion!	<input type="checkbox"/>	Club Instructor	<input type="checkbox"/>
Modules	Gym Instructor	<input type="checkbox"/>	Mat Pilates Fundamentals	<input type="checkbox"/>
	Personal Trainer and Advanced Instructor	<input type="checkbox"/>	Mat Pilates Improver Level	<input type="checkbox"/>
	Nutrition and Weight Management	<input type="checkbox"/>	Mat Pilates Advanced Level	<input type="checkbox"/>
	Nutrition for Sport and Exercise	<input type="checkbox"/>	Choreography and Conditioning	<input type="checkbox"/>
	Torso Training and Core Stability	<input type="checkbox"/>	Exercise to Music Instructor	<input type="checkbox"/>
	Circuit Training	<input type="checkbox"/>	Basic Step Instructor	<input type="checkbox"/>
	REPs Level 3 Industry Award for Mat Pilates	<input type="checkbox"/>	GP and Exercise Referral	<input type="checkbox"/>
	NVQ Level 3 - Instructing Physical Activity & Exercise	<input type="checkbox"/>	Client Psychology and Motivation	<input type="checkbox"/>
	Marketing for Personal Trainers	<input type="checkbox"/>	Marketing for Group Exercise Instructors	<input type="checkbox"/>
	Advanced Resistance: Assessing Muscular Fitness	<input type="checkbox"/>	Advanced Resistance: Techniques	<input type="checkbox"/>
Advanced Resistance: Exercise Prescription	<input type="checkbox"/>			

Payment

Please tick your chosen payment method: Payment in full Pay As You Learn Deposit and balance Employer invoice

I have enclosed a cheque for the deposit/payment in full (please make cheques payable to Future Fit Training Limited)

I have already paid my deposit/paid in full

ELCAS funding

Pay As You Learn - I authorise you to take my monthly payments by the agreed method.

General terms and conditions of enrolment (Rev30)

Please read these General Terms and Conditions of Enrolment in full before enrolling on your diploma/module(s), as they apply to all bookings and are deemed incorporated into your contract. They do not affect your statutory rights. For any queries, please call 0800 458 1388 or 01329 823400.

Booking a diploma or module

Step 1	You confirm that you have read our prospectus, accessed our website, and/or talked with one of our Careers Advisors, to decide which diploma or module(s) is best for your needs. While we will do all that we can to help you make the right choice, the ultimate decision is yours and yours alone.
Step 2	Complete, sign and return the enclosed Enrolment Form.
Step 3	Either pay in full or pay a deposit of at least £125. If you are not paying in full, you must agree how you will pay the remainder of the fees. You can set up a Direct Debit to pay the balance on an agreed date or by instalments. When paying by monthly instalments a £7 staged learner fee per instalment is applied.
Step 4	Until we receive at least the minimum deposit, and you have signed the Enrolment Form, we will be unable to confirm your booking on any diploma or module. You must adhere to your agreed payment plan and all modules must be paid for in full at least 4 weeks before you attend them. Unless you have paid in advance you will not be able to attend.

Cancellation

By signing your Enrolment Form you are agreeing to undertake your training. You have the right to cancel your diploma/module(s), providing we receive the request in writing within 14 days of you signing your enrolment form. After 14 days of signing, no cancellations are permitted and no refunds will be given. If you cancel within the 14 days you MUST return all training materials and, if applicable, your 2 t-shirts at your own expense and apply in writing for a refund. All items must arrive in the condition in which you received them, otherwise you will be charged their replacement value (2 t-shirts cost £25.98). If applicable, no refunds, returns or replacements will be given for t-shirts that do not fit, and/or are damaged, lost or stolen. When you book a diploma or package consisting of 2 or more modules, you are purchasing a single product. Once the first module has commenced, the whole diploma is deemed to have commenced. For those modules that include online Anatomy and Physiology, the module is deemed to have commenced 14 days after enrolment. Whether you have already chosen your dates makes no difference to your rights to cancel. All courses and diplomas must be completed within 3 years of your training commencing. All training is non transferrable between different individuals. Individual course content, format and assessment is subject to change.

Deferrals

If you get into a situation where you feel you must defer your booked date on a workshop or assessment, we will do everything we can to accommodate your request. However, there will be a charge, as detailed in the table below.

Type of module	Number of weeks before start of booked Practical Workshop		
	8 or more weeks	4-8 weeks	Less than 4 weeks
Exercise to Music or Gym Instructor Module*	£35 admin charge	Deferral fee of £50 for each day of the workshop	Deferral fee of £50 for each day of the workshop
All other modules*	£35 admin charge	£35 admin charge	Deferral fee of £50 for each day of the workshop

*If you fail to contact us to arrange a deferral prior to a workshop, you will forfeit your place and will therefore be required to pay for the module again if you wish to re-book. If, owing to unforeseen circumstances, Future Fit Training is compelled to change the agreed date or venue for a practical workshop or assessment, we will endeavour to give you as much notice as possible and will take reasonable steps to book you onto the earliest available workshop or assessment convenient to you.

Written assessments and exams

When taking an exam, submitting any case study or any written assessment, if you are unsuccessful with your first attempt you will be given the opportunity to re-take the exam or re-submit the case study free of charge. However, subsequent retakes and re-submissions will incur a charge, according to the list below:

- £35 for the Anatomy and Physiology exam re-sit
- £35 for the GP Referral multiple choice exam re-sit
- £125 for the Personal Trainer, Nutrition and Weight Management, Nutrition for Sport and Exercise or GP Referral case study re-submission.

Case study and exam extensions

If you are unable to meet an agreed deadline for either a case study or exam you may incur an administration charge between £35-£125 depending on the length of additional time required. We advise students to keep a copy of all work submitted for marking as we will ask you to pay shipping costs if you want us to return work to you. Work is only stored for 3 months, after this period it will be destroyed.

Practical assessments

Note that for the Gym Instructor Module you must bring 1 friend with you to act as a participant, and for the Exercise to Music and Pilates Modules, you must bring 2 friends with you to act as class participants when you demonstrate your teaching ability. Failure to do so will result in the assessment being cancelled and you having to pay again for a new assessment. If you fail an assessment and elect to take it again, or you wish to defer an assessment, an additional fee of £50 is payable.

Declaration

I understand that, by signing this form, I am entering into a binding contract with Future Fit Training Limited to purchase the products detailed by me, and that I agree to pay all monies due on the agreed date/s (fees apply for late payment). I confirm that there are no medical reasons which prevent me from undertaking my chosen training programme and declare that, to the best of my knowledge, all the information supplied in this form is correct. I also declare that I have read and understood the General Terms and Conditions of Enrolment (Rev30) and agree to comply with them.

Signature		Date	
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