

## TERMS & CONDITIONS

This agreement is operated by PT Skills Academy Limited. Registered in England No. 10875179  
Support: info@ptskills.co.uk

### PRINCIPLE TERMS

1. This agreement is between you and PT Skills Academy Limited. This agreement commences once you have enrolled and accepted the enrolment process. You have 14 days including the enrolment day to cancel this agreement. To exercise this right you must inform PT Skills Academy by submitting a request form, available on page two of this document to info@ptskills.co.uk. If you choose to exercise this right PT Skills Academy will cancel your enrolment, you will receive a full reimbursement of all course fees. If you have attended scheduled course dates or accessed E-learning within the 14 day period, PT Skills Academy will reduce your refund by a pro rata amount equal to the number of days from your request for cancellation.
2. You agree to advise PT Skills Academy promptly of any change to your agreement details that you provided upon enrolment.

### FEES & CHARGES

3. You are obligated to make every Direct Debit payment regardless of non-attendance or deferral, except where the cancellation terms below (or under the Principle Terms) are met.
4. The Direct Debit Payment Amount for your chosen course is due to PT Skills Academy in full before certifications are awarded.
5. You are unable to amend the date of your Direct Debit Payments.
6. **Resists:** If you do not meet assessment criteria you will be required to re-sit your exams. There is no cost for re-sits 6 months from enrolment of your course. After 6 months re-sit fees will apply at £30.00 for theory assessments, £75.00 for practical assessments and £25.00 for case study assessments.
7. If you fail to pay any amount due under this agreement or if any Direct Debit is returned unpaid for whatever reason, PT Skills Academy reserves the right to revoke all e-learning access and cease services to you.

### CANCELLATION WITHIN CONTRACT

8. Except as provided by law, and in accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, or under clauses 9 or 10 of these terms and conditions, no enrolment which has been accepted by PT Skills Academy may be cancelled by the customer except with the agreement in writing with PT Skills Academy and on terms that the customer's deposit shall be forfeit and further that the customer shall indemnify PT Skills Academy in full against all loss (including loss of profit), costs (including costs of all resources, course attendance, registration and certification), damages, charges and expenses by PT Skills Academy as a result of cancellation.
9. **Within 14 days of enrolment:** A refund in full paid to you by the same method of payment.
10. **After 14 days of enrolment:** No refund is available and course fees are due in full.
11. **Breach:** This agreement can be cancelled by PT Skills Academy if you are in breach of this agreement and academy policies.

### COURSE INFORMATION

12. All course materials are supplied by PT Skills as part of this agreement, these include; all course manuals, e-learning access, registration fees, certification fees, theory exams, practical observations, and all re-sit attempts.
13. **Deferral:** If your personal circumstance changes, preventing completion of your course, PT Skills will support you in deferring to a future course for completion within 12 months as detailed under clause 14.
14. Your responsibility under this agreement includes adhering to course schedules and deadlines, failure to do so may result in your progression being delayed and transferred to a new course.
15. From enrolment you have twelve months to complete your course, if you wish to continue, you will be required to enroll on a new course and re-pay the course fee in full

### GENERAL TERMS

16. You agree to comply with PT Skills Academy policies, PT Skills Academy may make reasonable changes to these policies and procedures at any time.
17. PT Skills Academy may terminate this agreement with immediate effect on notice to you if you are in breach of the Academy Rules and Policies. In this event you will not be liable to pay any further Direct Debit Payments, provided such breach is not deemed by PT Skills Academy to have occurred primarily in order to qualify you for a refund.
18. If PT Skills Academy take no action or let you off from any breach of this agreement or give you extra time to pay or comply, it will not stop PT Skills Academy enforcing the terms of this agreement strictly at a future date.
19. PT Skills Academy will do our best to resolve any disputes over this agreement. If you wish to take court proceedings against PT Skills Academy you must do so within the United Kingdom. Relevant UK law will apply.
20. If any part of this agreement is disallowed or found to be ineffective by any court or regulator, the other provisions shall continue to apply.

Please note: the cancellation form below can only be used in specific circumstances and charges might apply (see clause 9

## 14 Day Request Form

To.  
PT Skills Academy  
Dunbar Business Centre  
Sheepscar Court  
Units 2 & 3  
Northside Business Park  
Leeds  
LS72BB

0113 873 0124  
[info@ptskills.co.uk](mailto:info@ptskills.co.uk)

I hereby give notice that I wish to cancel m agreement for the supply of the service administered by PT Skills Academy.

Enrolment Date:	
Student Name:	
Student mobile No.:	
Student Address:	
Student Signature	
Date:	