

## Terms and Conditions

BCPAL refers to the Body Control Pilates Academy Limited.

- If you wish to take advantage of the Advance Payment option, please tick the box on your Enrolment Form. If you opt for Advance Payment and this is not paid by the due date, we reserve the right to revert to the standard level of fees (£2,600 in total).
- Please see the Enrolment Form for specific refund conditions relating to the Registration Fee.
- Course fees include one Practical Assessment, one set of written anatomy examinations, two essay submissions, and one 'Sign-Off Class' at the Body Control Pilates Centre in London. Should you need to retake any of these elements, a 'resit fee' may be charged. Please contact the Body Control Pilates office for details.
- Whilst the five Contact Days are included within your course fees, should you fail to attend a booked Contact Day without notice, you will be charged a 'no show fee' of £25. This will be deducted from any available student credit that you have or, should there be insufficient credit remaining, you will be asked to pay this charge.
- Practical Assessments can be taken online or face to face. If it is agreed that a student takes a face to face Practical Assessment at a location other than the Body Control Pilates Centre, a fee may be charged.
- If you have a valid reason for requesting that the anatomy examinations are taken orally, there will be no additional charge.
- If you cancel your place within four calendar weeks of the course start date, we will apply a charge of £1000 or the full amount that you have paid, if lower. However, if you cancel 21 calendar days or less before the course start date, fees paid are wholly non-refundable. BCPAL will consider, fully at their discretion, transferring your payments to a future course.
- Please note that if you leave the course after commencing (by attending all or part of the first tuition day), or if you fail to complete the course, all previously paid fees are non-refundable. This is also the case should you fail to attend the course once a place has been allocated and payment received by BCPAL. In the case of early retirement due to ill health or a significant change of personal circumstances during the tuition modules of the course, a pro-rata refund will be considered, such refund being solely at the discretion of BCPAL and subject to an administration fee.
- In the unlikely event that BCPAL course management asks a student to leave a course, a consultation process will be initiated. Fees paid to that point in the course are non-refundable.
- By enrolling for this course, a student agrees not to teach any Pilates classes on a paid basis or to members of the public before gaining their certification, unless they hold a prior Pilates teaching qualification. Students will be asked to leave the course if they breach this agreement. No refund shall be given in these circumstances.
- BCPAL operates a formal Complaints Procedure, with external redress, under which students may seek a hearing if they feel they have been unfairly treated in examinations or assessments.
- If a student has not received certification within two years of the commencement of their course, BCPAL reserves the right to mark the student as 'lapsed' and to remove their name from the register of current students. BCPAL makes every effort to ensure that all students are fully supported through the course.
- Should you not complete the course but request to do again at a future date, an additional charge may be applied by BCPAL at their discretion in consideration of the period of time that has elapsed.
- Fees for any future courses may be subject to amendment.
- All fee payments are receipted and are inclusive of Awarding Body fees. If you request a Level 3 Pilates certificate, an additional £125 charge is payable.
- Please let the Body Control Pilates office know in advance if pro-forma invoices are required.