

**SASSOON**  
**TERMS AND CONDITIONS FOR TRAINING COURSES**  
**(GROUP BOOKINGS)**

**1. General Booking Information**

- 1.1 All training courses are provided by Haircare Ltd (a company registered in England and Wales under Company Registration Number 02336232 and whose registered office is at First Floor Lynchgate House, Canon Park Shopping Centre, Canley, Coventry CV4 7EH) trading as Sassoon Academy. In these Terms and Conditions Haircare Ltd trading as Sassoon Academy is referred to as "Sassoon", "us" or "we".
- 1.2 Sassoon is unable to reserve places for students on a training course until either payment of the course fees in full or a deposit has been received by us and the place has been confirmed to you by us. A deposit of not less than £250 per place is required.
- 1.3 By booking onto a training course and paying a deposit or making payment in full of the course fees you ("you") are acknowledging that you have read, understood and agree to be bound by the terms and conditions contained herein and that you have provided these terms and conditions to each student in respect of whom you are making a booking ("student") and that each student has read, understood and agreed to be bound by these terms and conditions to the extent that these terms and conditions apply to them.
- 1.4 Sassoon reserves the right in its discretion to decline any application for enrolment on a training course.
- 1.5 All courses are conducted in English. It is the responsibility of you or any student who does not speak or understand English to the level necessary to undertake a training course to arrange their own interpreter for the course. Where a student does not speak or understand English to a necessary level no participation "hands on" works sessions will be permitted without the presence of a competent interpreter.
- 1.6 Save for those courses specifically titled as a beginner's course, students must have a basic knowledge of how to cut hair. If a student is unsure as to whether their level of experience will be sufficient you or the student should speak to Sassoon. By booking on any course save for the beginners course you are confirming that each student has the necessary expertise to undertake the course. Refunds will not be granted where it subsequently transpires that a student does not have the necessary expertise.

**2. Deposit and Fees**

- 2.1 Deposits and course fees are non-refundable save where:
  - 2.1.1 for a booking in respect of 1-12 students, you give Sassoon notice of cancellation in writing 60 days or more before the commencement of the course; and/or
  - 2.1.2 for a booking of more than 12 students, you give Sassoon notice of cancellation in writing 90 days or more before the commencement of the course; and/or
  - 2.1.3 the course is cancelled by Sassoon except where such cancellation is caused by an act of God or Terrorism.
- 2.2 Save where notice has been given in accordance with clauses 2.1.1 or 2.1.2 above or clause 2.1.3 applies, no failure by a student or students to attend a course or to complete a course for any reason will entitle you to a refund or to a transfer to an alternative course.
- 2.3 Any refund of deposit or fees made in accordance with these terms and conditions or which we otherwise agree to make to you will be subject to a deduction of an administration fee of £75 (inclusive of VAT) for each student and this sum will be deducted from the amount refunded to you.
- 2.4 Fees must be paid to Sassoon without deduction.
- 2.5 Once Sassoon has notified you of the commencement date for the students' courses, you and/or the students will not be entitled to transfer the student(s) to another course save where we consent in writing.
- 2.6 Save where we have agreed that the balance of the course fee is to be paid by way of an extended payment plan, the outstanding balance of the course fee must be paid to Sassoon not less than 28 days prior to the commencement of the course for which the students are

booked. Students will be unable to start a training course unless the course fees have been paid in full not less than 28 days prior to the course commencing save where we have agreed to fees being paid by you in accordance with our extended payment plan.

- 2.7 Where Sassoon agrees that you may pay the course fees on our extended payment plan it reserves the right to suspend or cancel any or all of the students' continued participation in the course where any payment is not made on the due date for payment. Where the course fees have not been paid in full, none of the students in respect of whom you have made a booking for the course on which some or all of the fees are unpaid will be entitled to sit any exam or examinations relating to the relevant course and will not be credited or awarded with the qualification relating to the course.
- 2.8 Where applicable all fees quoted are inclusive of VAT at the current rate. Those students or course recipients who are established outside of the UK will not be charged UK VAT provided that they can demonstrate they are carrying on a business for example by provision of a VAT number.
- 2.9 All courses and fees are subject to change without prior notification.

### **3. Course Times and Dates**

- 3.1 All courses commence on a Monday unless otherwise stated.
- 3.2 The Sassoon Academy will be closed over the Christmas holiday period and on all UK public and bank holidays.
- 3.3 Save for the diploma course which commences at 9:30am all courses will commence at 10am and finish at approximately 17:30pm Monday to Friday. Sassoon may vary the course hours at its discretion without prior notice where it considers such variation is necessary or desirable.

### **4. Equipment and Uniform**

- 4.1 Students are not required to wear a uniform however they are expected to dress as if they were working in a salon. Further details as to the standard of dress and hygiene required are contained in the Sassoon Academy School Code of Conduct Etiquette and Rules with which students are required to comply and a copy of which each student will acknowledge has been provided to them when it is signed by them.
- 4.2 Details of equipment provided by Sassoon to students will be set out in an equipment list.
- 4.3 You and the student acknowledge that all equipment provided by Sassoon will be and remains the property of Sassoon and will be handed over by the student to Sassoon on demand and in any event on the completion or earlier termination of the students attendance on the course and the student will certify that all such equipment has been handed over on request by Sassoon. You will be liable to compensate Sassoon in respect of any loss or damage to Sassoon's equipment.
- 4.4 Students will be required to bring cutting scissors (4½ inch to 5½ inch), flat-backed brushes, combs:- fine tooth cutting comb, (tail comb and large toothed comb – for tinting when applicable) and sectioning clips when attending the courses. A digital camera is also useful.
- 4.5 All equipment provided by a student together with valuables or personal property brought by students to the course will remain the responsibility of the student and should not be left unattended at any time. Sassoon will not accept liability for any loss or damage to any such equipment, valuables or personal property.

### **5. Time Keeping, adherence to Rules and Absenteeism**

- 5.1 Students must comply with all Health and Safety Policies and Rules of the Sassoon Academy which are notified to them. Where a student is disruptive to other students, breaches Health and Safety guidelines or Sassoon Academy School Code of Conduct Etiquette and Rules or Regulations or endangers themselves or others Sassoon reserves the right to require the

students to leave the premises and/or dismiss them from the course. Where students are asked to leave the course for the above reasons, you will not be entitled to a refund of course fees.

- 5.2 As all courses are of an ongoing and continuous nature lateness or absenteeism is not permissible save with the prior consent of the Sassoon Academy Principal. Students who fail to give justifiable cause or obtain consent for lateness or absenteeism may be required to leave the course. The Sassoon Academy Principal's decision will be deemed to be final. Where students are asked to leave the course for the reasons set out in this clause, you will not be entitled to a refund of course fees in respect of any such student.

## **6. Complaints and Appeals**

- 6.1 Complaints in the first instance should be made by students to the course tutor or teacher. If the student is unhappy with the outcome or if the complaint relates to the teacher and the student does not want to make the complaint direct to them then complaints should be raised with the Sassoon Academy Principal. If the student is unhappy with the outcome of the decision then appeals can be made to Sassoon's General Manager whose decision shall be final and binding.
- 6.2 Where possible all complaints should be made as soon as possible and in any event within 24 hours or the next working day of the matter giving rise to the complaint. Where complaints are made outside that time it is not always possible to deal with them due to the length of time that has passed. Save where it was impossible to make a complaint earlier Sassoon will not deal with complaints made after the course has been completed.

## **7. Miscellaneous**

- 7.1 Sassoon will provide non-professional models wherever possible but in the event of model shortages alternative programs may be introduced into the published curriculum without prior notice.
- 7.2 It is Sassoon's policy that in the case of any students attending its courses who are employed or sponsored by other salons that Sassoon will not solicit that student for the purpose of employment with Sassoon or its associated entities while that student is participating or attending a course.
- 7.3 By accepting these terms and conditions you warrant that for courses of greater than a week's duration each student is 18 years old or over. It is Sassoon's policy that students under the age of 18 will not be accepted on courses of longer than one week's duration.
- 7.4 Where you or a student ask us to provide extra copies of their diploma for any reason including where they have lost the original diploma provided to them an administration charge of £12 (including VAT) will be charged by us in order to provide a replacement or duplicate copy.

## **8. Copyright**

- 8.1 All intellectual property rights in any course materials shall remain the property of Sassoon and are given to the students solely for use during the course and the copying or reuse of the materials outside of the course is strictly prohibited.
- 8.2 You warrant that neither you nor the students shall use the names Vidal Sassoon, Vidal, Sassoon or Sassoon Academy or any similar variation thereof and all intellectual property rights in those names are the property of Sassoon.

## **9. CAS Visa**

- 9.1 Where any students requires a Confirmation of Acceptance for Studies Visa ("CAS Visa") and such student is refused a CAS Visa prior to commencement of the course on which the student has enrolled, you will be entitled to a refund of any fees paid in respect of that student. In order to receive a refund the student must provide Sassoon with proof of the refusal of their grant of a CAS Visa in a form acceptable to Sassoon.

- 9.2 Sassoon will not give refunds of deposits or fees paid where any visa other than a CAS Visa is refused.
- 9.3 Any refund of fees or a deposit in respect of a CAS Visa student whose CAS Visa is refused will be subject to an administration fee of £75 (inclusive of VAT) per student. The administration fee will be deducted from the amount refunded to you.
- 9.4 It is your responsibility to ensure that all students have any necessary visa or authorisation which is required for them to be able to undertake the course and/or to remain in the UK for the duration of the course.

**10. Law**

- 10.1 These terms and conditions are governed by the laws of England and Wales and the parties submit to the jurisdiction of the courts of England and Wales.