



Registration Policy

The aim of registration is to ensure that we have the correct and most up to date information available on each learner to ensure that the registration process is as easy, transient and as efficient as possible.

In addition, pre-course registration is important in ensuring that the learner is enrolling on the course most appropriate for their needs and that they can satisfy any pre-course academic requirements where necessary.

All learners can register for any Safe-Schools Ltd course by either completing an online registration for or an MS Word document that can be downloaded from our website or which can be sent to them by e-mail or post.

No bookings for courses will be accepted unless a registration / booking form has been submitted.

Payment

Once registered payment becomes due and can be made by BACS transfer or cheque. Payment is normally required in full one month prior to a course starting to ensure that all pre-course material can be sent out.

Cancellation of Booking

Our cancellation charges are clearly stated on the course registration / booking form and are as follows:

Should course be cancelled by the course sponsor/booking agency prior to the course commencing once confirmed the following sliding scale of charges will apply:

28 days prior to course date	75% fees due payable
14 days prior to course date	100% fees due payable

Data Protection

A Data Protection statement is on each booking form and states as follows:

Safe-Schools Ltd needs to hold certain personal information about students. Information will be held in accordance with the Data Protection

Act 1998. Personal data will be used for a variety of purposes that Safe-Schools Ltd considers to be of benefit to students including (but not restricted to) monitoring performance, statistical reporting, awarding qualifications and provision of services. Agreement to the processing of personal data is a condition of acceptance onto any course. By applying for a course you signify your agreement to this processing.

You should note in particular that:

- You are agreeing to Safe-Schools Ltd releasing appropriate information to relevant third parties such as [Awarding Bodies, employers, prospective employers, providers of training contracts and other appropriate organisations or individuals]. This may include providing references on your behalf or information relating to your performance.
- Sensitive Personal Data (as defined under the Act) will not be disclosed without your specific consent.

Information will not be released to third parties for marketing purposes.

Issued: April 2018