



Terms & Conditions for Just 4 Paws Grooming Courses

The cost of tuition is as stated for each of the individual courses listed. All course fees must be paid in full in accordance with the terms stated. This form must be signed and returned and a deposit paid before a reservation on the selected course will be confirmed.

All deposits are non-refundable under any circumstance. The balance of the course must be paid 10 working days before the commencement of all courses. Late payments will incur late payment fees. Should a student cancel their booking within 28 days of the commencement date of the course, Just 4 Paws will endeavour to sell that place to another student, failing which all fees will be forfeited and any outstanding balance will become due immediately.

Courses are tailored to suit the student and an attendance schedule will be negotiated when booking a place on a course. Once a booking is made, the course days cannot be altered. Failure to attend booked days will result in those course days being lost. If a student's learning needs fit a different qualification path route better, then this will be discussed with an individual and an opportunity given to change path routes.

The proprietors of Just 4 Paws reserve the right to refuse to accept a student for whom they feel any course is unsuitable. No reason for such a decision may be given.

Students are expected to be punctual and co-operate with colleagues so as to insure the smooth running and congenial atmosphere of the salon throughout the duration of the course. All courses begin at 10.30 am (please arrive 10-10.15am) and finish between 3pm each day.

In the event of any course having to be cancelled by Just 4 Paws before completion, for whatever reason, participating students will be offered a refund proportionate to the time lost, or offered the opportunity to continue the course at a mutually agreed time.

In the event of any course having to be cancelled by Just 4 Paws prior to the start date, for whatever reason, a full refund will be made to the student. It should be noted that Just 4 Paws accepts no liability for additional expenses such as traveling, accommodation fees or other related costs that may be incurred.

Just 4 Paws would like to advise all students to ensure their tetanus vaccinations are up to date. Just 4 Paws will not be held responsible for any mishap that may arise as a result of any student not having done so.

Students completing the City & Guilds or OCN qualifications are expected to keep up with assignments and complete all paperwork before the end of the course. Any course work handed in after your final course date may not be marked and this will make your qualification invalid, due to being incomplete. A late marking fee of £250 may be applied. Any marking carried out after your course is at the discretion of your tutor/ assessor and must have been agreed. If you are struggling to complete course work it is a student's responsibility to inform tutors about this. No coursework will be marked if 6 months or more has passed since the completion of your course, unless under exceptional circumstances. If a student has any issues or concerns throughout their course, regarding any aspect of their training or coursework, then these concerns must be raised within 24 hours.



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If a student fails any of the assessments then they will be given one further chance to pass the assessment(not including evolve exams).Following a further failure then the student will be liable for the cost of further training and assessing. All assessments take place during your booked course days. Students who need to retake a city and guilds evolve/ written exams will incur a fee of £65, per exam for level 2 and £100 for level 3. Just 4 Paws can make no guarantee as to what level a student can achieve during a course, as this is a skilled practical subject with students learning abilities being very individual.Students must be aware that to complete the City & Guilds Professional Diploma Level 3, there is also a written 2 hour exam to be taken on 2 set dates a year, one in June and one in November. Students will be responsible for booking on to there chosen date and dates will be announced via the schools Facebook pages. It is a students responsibility to insure revision across subjects/criteria is carried out before the exam. Whilst qualification registration fees and relevant training are included in your course cost, this does not guarantee an individual to pass the assessments.

Students attending Just 4 Paws purely for the City & Guilds or OCN Diploma assessments only, are expected to provide suitable dogs to groom and have all appropriate paperwork completed. Dogs can be provided for an extra fee and by prior arrangement. This does NOT apply to students taking full 25 or 30 day courses.

Students are asked to give details of any medical conditions, disabilities or allergies. Dog grooming is a physically demanding job and involves standing for long periods and some lifting. If you have any concerns regarding potential health issues please make us aware before booking a place on the course and consult your own G.P.

It is up to an individual student booking the course , to ensure a dog grooming career is suitable for their physical and mental health status , as well as capability, we will not be held liable for any refunds if this is raised during a course period.

Taster days are advised for anyone and especially those who have physical or mental health issues or special learning requirements, so we are able to assess if our training methods and environment is suitable for your needs.

Contact lenses are not appropriate for wearing whilst grooming. Jewellery is also unacceptable, Sensible footwear and clothing is the uniform for the day.

Covid-19 : If your course is affected by Covid-19 lockdowns, either national or regional, or self isolation restrictions , then your course dates will be rearranged to work around the government restrictions and availability. This may result in changes to schedules, in order to get courses completed as quickly as possible. Any student suffering from Covid-19 symptoms must not attend training and must follow government guidelines for self isolation. It is important we are notified about symptoms so we can track and trace those you have had contact with. At no point will any course be cancelled, all dates will be rescheduled. Those due to start courses during or after a national/ regional lockdown or tier restrictions may also be affected by schedule changes, depending on the length of the lockdown period/ tier restrictions . All students must agree to lateral flow testing and mask wearing (unless exempt) as required or advised by the government.



Students agree that personal details provided can be stored for future correspondence and can be shared with their chosen awarding body, namely City & Guilds or OCN. Information will be kept and stored in line with the current GDPR regulations .

These terms and conditions constitute a legally binding contract between Just 4 Paws and the undersigned.

Signed Amy Manser (on behalf of Just 4 Paws)

Date.....

Student Name.....

Student Address.....

.....Postcode.....

Telephone Number.....

Email.....

Student Signature.....Date.....



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