# Application & Order form

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| **Application form for Training Course** |

Confidentially Agreement

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| Hair Extensions Training Academy confirms that all details provided on this application form will be held confidentially. The information will be solely used for processing your application and not sent to any other party. From time to time we may send you promotional information about our services, jobs and events. If you would like to opt out of this then please tick [ ] |

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| **1 Personal Details** |
| Surname |  | TitlePreferred Name |  |
| First Name |  | D.O.B |  |
| Address |  | HomeNumberMobileEmail | **Contact Details** |
| Country |  |
| Postcode |  |  |

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| **2 Business Details (if applicable)** |
| Company Name |  | Telephone Number |  |
| Position  |  |
| Address |  | Email addressMobile No.Fax No |  |
| Postcode |  | Company Status |  |
| Please give a brief description of your company profileDo you have a current driving license and car? Yes [ ] no [ ] |

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| **3 Career History** |
| Name of employer/organisation and full address | Job title | From Month /Year | To Month /Year |
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| **4 Education & Qualification****Please give details of your education and any qualification obtained. This should include any qualifications which you are studing for currently.** |
| Secondary School/ College/ University/Institute/Year | Qualification and grades achieved. |
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| **5 Training and Membership** |
| Title of training programme/course and brief description | Date (approx) started/completed |
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| Membership of Professional Associations and level | Dates |

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| **6 Supporting Statement** |
| Please explain why you believe you are an ideal candidate for this training course |

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| **7 Criminal Convictions** |
| I understand that providing hair extension or eyebrow services may from time to time require me to visit the homes of clients and request in excess of £100 fees from clients. This would require me to disclose any criminal conviction I received during the past 5 years prior to this application being processed. I acknowledge that failure to disclose any criminal conviction could result in my immediate termination as a register hair extension consultant with Express Short Courses Academy and listing in the online directory or any other affiliated body and that you will be held solely responsible for any legal actions thereof.Signature Date  |

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| **8 Character Reference** |
| Reference Details | Reference Details |
| Name |  | Name |  |
| Position in organisation (if applicable) |  | Position in organisation (if applicable) |  |
| Address | Address |
| Contact number |  | Contact number |  |
| **9 Details of course applying for (do not complete if applying for certified trainers status go to page 4)** |
| Course Description | Kit Details | Number of days | Fee | Office use |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  |
| **10 Method of payment** |
| Cheque (with guarantee card) |  | Debit Card |  | Credit Card |  | American Express |  | Bank Transfer |  |
| Please put your card number below in each section Security 3 pin |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Start Date |  | Expiry Date |  | Issue Number  |  |
| Name on Card |  | House Number |  | Card Postcode |  |
| SignaturePlease debit my account for the sum presented on this application form | Date |

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| **11 Disabilities** |
| Hair Extensions Training Academy wishes to encourage people with disabilities to apply for training as a hair extension consultant. If you have a disability (as defined by the disability discrimination act) and meet the essential criteria for the training program you will receive an interview. Please indicate if you have any disabilities yes [ ] no [ ] You do not have to declare a disability. In relation to any disability, would you require special facilities or assistance at interview? Yes [ ] no [ ] If yes please give details. |

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| **12 Declaration and authorisation for payment** |
| I declare that the information I have provided is a complete and true statement. Please debit my account for the sum presented on this application form. I understand that the information provided on this application form will be used on the computerrised personnel information and will be governed under the Data Protection Act.Signature Date  |

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| **13 Certified Trainers Entry Level Form (only complete if your are applying for certified trainers status)** |
| Option No and Detail |  | Certified Trainers Package Cost |  £The figure stated above might be subject to correction if the right entry level and fee have been mismatched by applicant. |
| Your Bank Details | NameSort CodeAccount No: | Office Use only |  |
| Your Reference Number |  |
| Our Ref No |  | Please do not enter any info in the box above. |
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| **14 Method of payment** |
| Cheque (with guarantee card) |  | Debit Card |  | Credit Card |  | American Express |  | Bank Transfer |  |
| Please put your card number below in each section Security 3 pin |
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| Start Date |  | Expiry Date |  | Issue Number  |  |
| Name on Card |  | House Number |  | Card Postcode |  |
| SignaturePlease debit my account for the sum presented on this application form | Date |

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| **15 Additional Information** | **Please indicate** |
| Do you have a Health & Safety policy?Do you have public liability insurance?Do you have disability access?Do you have an equal opportunity policy? | Yes [ ] No [ ] In progress [ ]Yes [ ] No [ ] In progress [ ]Yes [ ] No [ ] In progress [ ]Yes [ ] No [ ] In progress [ ] |

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| **16 Disabilities** |
| Express Short courses academy wishes to encourage people with disabilities to apply for training.. If you have a disability (as defined by the disability discrimination act) and meet the essential criteria for the training program you will receive an interview. Please indicate if you have any disabilities yes [ ] no [ ] You do not have to declare a disability. In relation to any disability, would you require special facilities or assistance at interview? Yes [ ] no [ ] If yes please give details. |

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| **17 Declaration and authorisation for payment** |
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**Hair Extensions Training Academy Training Supply Terms & Conditions**

By submitting the HET ACADEMY Extensions training course application form, you {“applicant” or “customer”) agree to the following terms and conditions for any HET ACADEMY Extensions Training Course provided by HET ACADEMY Extensions training ltd. “Applicant” or “customers” are hereafter referred to as the “Parties” or independently as a “Party”. HET ACADEMY extensions training will be referred to as HET ACADEMY

1. Subject to the following terms and conditions, the party hereby applies for training and after receipt from HET ACADEMY of confirmation HET ACADEMY hereby accepts to provide an HET ACADEMY Extensions Training course as described in the course description and schedule Lesson Plan based on the party’s application & registration form.
2. Notwithstanding the foregoing, HET ACADEMY extensions training shall not be obligated to provide a training course to parties unless HET ACADEMY extensions training has received payment in full from party of the applicable fees and charges for such training course no less than five business working days from the date of the invoice or within three business days from the scheduled date of the training course, whichever is earlier, and after party has received a confirmation from HET ACADEMY
3. Information transmitted orally or contained in our documentation shall remain the exclusive property of HET ACADEMY No license in the training modules demonstrated at the training course is implied from this agreement
4. Parties attending day training at HET ACADEMY studio are required to abide by our Health and safety conditions
5. HET ACADEMY extensions kits and products are mandatory for training and parties must purchase one prior to training day. Parties agree to refer to and agree to the terms and conditions of purchase and delivery.
6. ALL FEES AND CHARGES FOR TRAINING SHALL BE DUE IMMEDIATELY UPON PARTIES/PARTY SUBMISSION OF THE TRAINING
7. APPLICATION/REGISTRATION FORM. All fees and charges for training and training kits must be pre-paid and cleared no less than five (5) working days before the scheduled first day of the training course, otherwise HET ACADEMY will not issue a confirmation date.
8. HET ACADEMY reserves the right not to admit anyone into its training program if payment in full has not been received or references are not provided. Reservation fees are not refundable
9. Payment can be made by, visa debit or credit card. Bank credit transfer or pay pal (paypal used for deposit payments only). We do not accept credit card payments for our training courses that have not been pin verified by customer personally unless otherwise agreed.
10. Course fees do not include 100% natural hair and some equipment for the training course unless stated specifically.
11. Travel and hotel accommodations fees are payable separately when applicable and can be paid for as set out in section 6. Weekend training dates will incur additional travel expense fees.
12. Course deliverables include
	1. Instructor led course with training technician (unless online solution purchased)
	2. With prior agreement at your home, training centre or location nearest you
	3. Course Material
	4. Course Modules and documentation
13. Training day will be described as 1, 2 or 3 days specific
14. Training modules are spread over a period of weeks which is determined by the pace and availability of the party/parties and trainer. This is outlined in the Welcome pack which will contain party/parties reference number which is to be used on all correspondences.
15. Weekly courses will commence from Monday morning through until Friday afternoon. Terms and conditions apply to weekly booked courses.
16. Delivery of training and Technique Issues.
	1. Trainee will be required to supply own model on the day confirmed for training unless otherwise specified.
	2. Models hair must be clean and free from any other hair extensions and no longer than mid shoulder length.
	3. The day(s) will consist of theory, practice on training head and full or partial completion on model’s hair extensions.
	4. Photos and videos will be taken throughout the training session and will remain the property of HET ACADEMY
	5. Any issue with mastering the technique must be addressed by party/parties during training session.
	6. Any additional training beyond the scheduled training session will be charged at an hourly rate of £60.00.
17. One gift vouchers or discount vouchers can only be redeemed against expenditure over £350.00
18. On completion of training the trainee will be required to sign a training completion agreement and a Certificate of Completion will be awarded. (This is a private certificate awarded by HET ACADEMY Extension Training Services School)
19. Cancellation Policy regarding return of fees is as follows:
20. Upon written notification of cancellation from customer received by HET ACADEMY extensions training:
21. If cancellation is made less than 20 working days prior to the commencement of a training course, an administrative fee of 20% of the total scheduled course fee will be charged
22. If a cancellation is made less than 10 working days prior to the commencement of a course, 75% of the total scheduled course fee will charged
23. If a cancellation is made less than 5 working days prior to the commencement of a course, 100% of the total scheduled fee will be charged.
24. If cancellation is made less than 10 working days prior to the commencement of the 1-week training course, 80% of the total scheduled fee will be charged
25. Failure to complete 1 weeks or 12 modules course will result in individual course fees being charged at no discount along with costs for each technique completed along with the full price for professional kit, training manual and travel. This may result in addition fees becoming due
26. We do accept training dates being rearranged if not notified at least 5 days in advance.
27. Any refund agreed and confirmed by party/parties returning appropriate documentation will be payable within 40 working days

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1. HET ACADEMY reserves the right to modify it (of its own or other employee’s training course list, techniques and prices without notice. These changes will not affect courses for which training course confirmation and date has already been received from party/parties prior to date of modification.
2. HET ACADEMY reserves the right to cancel, postpone or re-schedule courses due to unforeseen circumstances
3. HET ACADEMY shall not be liable for any breach of its obligations hereunder resulting from causes beyond it’s reasonable control, including, but not limited to traffic delays, acts beyond trainers control such as earthquakes, fire, strikes insurrection or riots, war, accidents, embargoes or requirements or regulation of any civil or military authority, subcontractors, suppliers or customers caused delays.
4. To the fullest extent permitted by law the party/parties will indemnify HET ACADEMY and the trainer against all damages, losses, expenses, liabilities, costs, claims, actions, demand and proceeding arising out of the use of any natural human hair, synthetic hair, hair conditioning products, hair extension equipment or any other tools or product used by the party/parties during or after training that has been supplied by HET ACADEMY
5. These terms and condition do not constitute any legally binding contract to supply employment to the party/parties once training has been supplied.
6. HET ACADEMY is committed to respecting other intellectual property rights such as brand names. This could mean that certain hair extensions techniques that have been specifically patented and brand related name associated to them or a trade mark cannot be undertaken by HET ACADEMY without express written permission or a licence being granted. There is over 30 hair extensions techniques of which HET ACADEMY trains in just over a third.
7. HET ACADEMY training modules remain the property of HET ACADEMY and cannot be copied or distributed to any other person other than the trainee authorised to receive it due to payment for the course. No copies can be made without our expressed written permission. No trainee is authorised to use any part of HET ACADEMY training manual to offer training to other parties.
8. HET ACADEMY is an independent training and hair extensions business. We do not employ any trainee or consultants once they have trained directly or indirectly. You will operate under your own self employment status and take full responsibility for the marketing and advertising of your services, identifying your own clients, setting your own fees, book keeping, stock and customer care outside of

HET ACADEMY is a trading subsideray of NAHM Specialist Salons Ltd

HET ACADEMY extension training school official training certification is allocated by HET Academy and accredited by CPD and the Good Salon Guide. Email hairextensions@europe.com if you have any queiries.

Last modified March 2019