



## TERMS AND CONDITIONS FOR RPT COACH EDUCATION COURSES

I understand and accept that:

### COURSE ADMINISTRATION AND DELIVERY

- The course I am applying for is delivered and administered entirely by RPT
- The following terms and conditions are those set out by RPT, and as such they may vary from terms and conditions set out by other course providers.

### COURSE APPLICATION AND ATTENDANCE

- I must attend all the scheduled dates of the course in the correct sequence and at the stated venue, to qualify for assessment;
- If I apply and pay for the course without submitting a photocopy of a valid LTA DBS certificate or a signed Deployment without DBS letter, to RPT prior to the start of the course, I will not be admitted onto the course and no refund will be issued.
- If I apply and pay for a course without submitting a photocopy of any of the course pre-requisite requirements I will not be admitted onto the course and no refund will be issued.
- RPT is not liable for any damage or loss caused under this application process or for the duration of the course except where this is caused by the negligence of RPT or its employees.

### COURSE WITHDRAWAL AND CANCELLATION

- If I withdraw from the course less than 21 working days before the start date then my full course fee will be forfeited if the vacancy is not filled by the time the course starts.
- Once I have enrolled onto a course I must attend all the training days at the same venues.
- Under no circumstances, other than medical (supported by a doctor's note), can I miss parts on the course.
- If I choose to move to another course and where this is agreed with RPT, I understand that I am liable for an additional £40 administration fee every time I change courses. I also understand that if I withdraw at any stage during the course for any reason, I will lose the full course fee.
- I understand that RPT reserves the right to reject my application if I am considered unsuitable for involvement on its tennis training courses. This right may also be exercised retrospectively if information is brought to the attention of RPT, which, if known at the time of the application, would have rendered my application unsuitable. If I provide false information in this application form and/or if the existence of any police record or caution means that I am unsuitable for certification, I understand that RPT reserves the right to withdraw or suspend my qualification. In such cases I will not be entitled to a refund of my course fee.
- RPT reserves the right to cancel the course if enrolment numbers are too low to make the course viable. This is, however, an infrequent situation. In such cases, I will be offered the choice of a full refund or a place on another RPT course. I understand alternative course venues and dates may not be as suitable to me as the one which I originally intended to attend.

## COURSE ASSESSMENT AND REASSESSMENT

- Although assessment is part of the course, I understand that qualification for assessment is at the discretion of the course tutors. If they have reason to believe that I am not ready for assessment either due to my performance on the course or due to incomplete course work, my assessment may be deferred to a later date on another course and at another venue
- I understand that during my assessment and/or reassessment may be video recorded or photographed by the course tutors as part of the assessment evidence. RPT guarantees that any such evidence will be used solely for the purposes of assessment/reassessment and for no other purposes
- In the event of my not being successful in my course assessment on final day of the course, I understand that will be offered the opportunity to be reassessed by RPT. My reassessment will be held on a different course at a different date and venue, which must be agreed with the RPT in advance of the assessment date.
- I understand that in the event of being unsuccessful in my assessment, I will not be offered a second opportunity for assessment on the same day, but will need to apply for reassessment as stated above
- I understand that the date and/or venue for my reassessment is subject to there being a space on the course on assessment day for my reassessment.
- If I choose to apply for reassessment, I understand that there will be a non-refundable fee of £50 per reassessment.