

UPGRADE REGISTRATION FORM



First Name		Surname	
Address		Town/City	
		Post Code	
		Country	
Date of Birth		Gender	
Telephone		Email	

Where did you hear about us?

Please list modules and dates included within your course below:

Course Upgrades

Matwork 2	Working One-to-One	£875	<input type="text"/>
Matwork 3	Intermediate & Advanced	£700	<input type="text"/>
Healthy Back	Technical Lecture	£175	<input type="text"/>
Clinical Posture	Technical Lecture	£175	<input type="text"/>
Knee & Foot	Technical Lecture	£175	<input type="text"/>
Sacroiliac & Hip	Technical Lecture	£175	<input type="text"/>
Shoulder Girdle & Neck	Technical Lecture	£175	<input type="text"/>

Assessment Upgrades

CYQ Level 3 Theory Exam	Level 3: Exercise and Fitness Knowledge	£50	<input type="text"/>
CYQ Level 3 Assessments	Live Assessment & Portfolio	£100	<input type="text"/>
EFK Module Re-sit	Anatomy & Physiology Training	£100	<input type="text"/>

Total Cost: £

I have chosen to pay: In Full 10% Deposit Please debit my card

Card Number:

Valid: Expiry: Sec: Issue No:

Card Type: Name on Card: Signature:

Registration for your chosen course will only be accepted on receipt of the following:

Registration Form, Full Payment or Registration Form, 10% Deposit, Original Standing Order & Credit Agreement

PLEASE RETURN FORMS TO: Sandwood House, 33 Pepper Street, Tower Hamlets, London E14 9RP

If you have any queries or concerns about the training please feel free to contact us;

Support@Pilates-Institute.com . 0207 987 0990



UPGRADE MODULE REGISTRATION FORM



First Name		Surname	
Telephone		Email	

Matwork 2	Date
Module 4: Enhancing Teaching Skills, EFK knowledge & Posture	
Module 5: Exercise Analysis, Selection, Progression and PT Skills	

Matwork 3	Date
Module 6: Advanced Teaching Skills	
Module 7: Preparation Day and Practical Assessment	

Technical Lectures	Date
Healthy Back	
Knee and Foot	
Shoulder Girdle and Neck	
Sacroiliac and Hip	
Clinical Posture	

CYQ Level 3 Exam	Date
Exercise and Fitness Knowledge	

Module Re-sit	Date
Anatomy & Physiology Training	

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PAYMENT TERMS & CONDITIONS



1. Receipt of a deposit and signed registration form renders students liable for payment of their full course fees, subject to the limitations contained under cancellation below.
2. Full course fees are payable regardless of whether the student completes the course, or is successful.
3. Students who are not up to date with payments will not be eligible to attend workshops or examinations.
4. Study materials, if applicable, will be dispatched by first class post within 7 days of full payment being received; it is the responsibility of the student to ensure collection from the postal service if delivery to the given address is not possible. Late bookings/payments may result in materials being issued on the first day of training; it is the responsibility of the candidate to familiarise themselves with these materials.
5. If cancellation is received within 21 days of the study pack being dispatched, then full refund less course deposit (if applicable) will be made. No refunds will be given after this period. No refund will be made unless all study materials are returned to Pilates Institute in an as new condition.
6. Cancellations of individual modules received less than 14 days prior to course commencing will incur a penalty fee of £75. Failure to attend any given dates without notifying Pilates Institute will also result in this charge being applied.
7. All sections of the course must be completed and a successful pass mark achieved in the written, practical and coursework assessments. No certificates will be issued until courses are completed to the satisfaction of Multitrax Professional Ltd t/a Pilates Institute.
8. If Multitrax Professional Ltd t/a Pilates Institute is unable to complete all elements of training within the scheduled timetable, all reasonable attempts will be made to provide the candidate with supplementary training solutions. The candidate is required to confirm acceptance of these provisions as final resolution in writing.
9. Practical assessment re-sits are available on a first come first serve basis. Re-sit fees are course dependant, ranging from £35 - £75 and are payable on re-booking.
10. Students have 1 year to successfully complete any individual training programme. Extension to this period is on an individual review basis and Multitrax Professional Ltd t/a Pilates Institute is under no obligation to grant such requests.
11. All bookings must be placed in writing using the relevant booking form(s). Places cannot be reserved and are not guaranteed until booking form(s) and/or payment is received. Both must be provided before attendance on any part of a training programme will be granted.
12. Travel, accommodation expense and loss of earnings resulting from the attendance of Pilates Institute event are the full responsibility of the candidate. Multitrax Professional Ltd t/a Pilates Institute, under no circumstance accept any liability for these costs.
13. Places are subject to availability, Multitrax Professional Ltd t/a Pilates Institute reserves the right to cancel, withdraw, change or relocate a workshop. The company are responsible for notifying students of such changes within a reasonable timeframe. Multitrax Professional Ltd t/a Pilates Institute shall not be held liable for any loss of earnings or travel and accommodation expenses as a result of such changes.
14. Multitrax Professional Ltd t/a Pilates Institute cannot be held responsible for cancellation caused by circumstances outside of our control i.e. weather, travel issues, strikes or emergency circumstances at one of our venues. Multitrax Professional Ltd t/a Pilates Institute will make reasonable attempts to respond to such circumstances on an individual basis to achieve a satisfactory resolution.
15. Multitrax Professional Ltd t/a Pilates Institute reserve the right to eject any candidate from a course after an initial verbal warning with no obligation to reimburse course fees. Dependant on the nature of the incident reasonable attempts may be made to assist the candidate in completion of the training.
16. Multitrax Professional Ltd t/a Pilates Institute do not allow use of the materials provided, for any purpose, other than the study of the student. Any duplication of all or any portion of the supplied materials is in direct breach of copyright laws and will result in legal proceedings including full re-imburement of all legal costs incurred.
17. Multitrax Professional Ltd t/a Pilates Institute courses and materials are designed to aid a teacher working with a client. The materials and content are in no way intended or deemed to be sufficient for any student to subsequently train fellow teachers. Multitrax Professional Ltd t/a Pilates Institute will under no circumstances vouch for any student who proceeds to teach fellow teachers using the course contents.
18. Individual courses and Diplomas are subject to change. All existing candidates will have their individual training commitments guaranteed and such changes will not result in failure to meet the certificates commitments.

Signature

Dates

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EQUAL OPPORTUNITIES MONITORING FORM



The Pilates Institute operates a policy of equality and fair treatment within our education programme, with the aim to ensure that all applicants are treated fairly. Application to our qualifications is open to everyone, irrespective of gender, marital status, sexual orientation, race, religion, ethnic or national origins, religious and political beliefs, disability, age or individual needs. Our examination board, CYQ will also record this information to assist with the process of ensuring that equal opportunities policies are being adhered to.

Please complete the form and return it with your registration form. The information provided below will be used for statistical monitoring and to monitor the effectiveness of our policies.

A. Personal Details

First Name		Gender	
Surname		Date of Birth	

B. Ethnicity

Choose ONE section from A to E, placing a tick in the appropriate box to indicate your cultural background:

a. White

- British
- Irish
- Any other white background
Please indicate below:

b. Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background
Please indicate below:

c. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
Please indicate below:

d. Black & Black British

- Caribbean
- African
- Any other white background
Please indicate below:

e. Chinese or Other Ethnic Group

- Chinese
- Any other mixed background
Please indicate below:
