

## COURSE APPLICATION FORM 2022-2023

**IMPORTANT NOTE:** Please make sure you are serious about studying with us and the course(s) you are applying for a place on. Once accepted onto your course(s), you will then be required to make your Course payment online. Refunds will not be given on course payments after 7 days.

### COURSE SELECTION:

Short Course

Diploma Course

Specialist Diploma Course

Professional Course

*First Name(s):*

*Surname*

*Address:*

*Date of Birth:*

*Profession:*

*Contact Tel Number:*

*Skype Name:*

*Email Address:*

*Your Qualifications to Date:*

*Schools Attended plus any Further Education or Training:*

*Which course(s) do you wish to enrol on and what do you wish to achieve by studying this course(s)?:*

*When would you like to start your course?*

*How much study time each week do you have available?*

*Do you want us to set a timetable for you to complete your course? (if yes please let us know when you want to start and complete your course)*

*Do you want your course to be totally flexible to you?*

*How did you find out about the Creative Design School?*

**WHICH PAYMENT OPTION ARE YOU SELECTING:**

**PAY COURSE FEE IN FULL:**

*Short Course & Workshops: £250 each course*

*Levels 1-3 Diploma Courses: £550 each level*

*Level 4 Specialist Diploma Course: £650 each level*

*Professional or Business Training Course: £750 each level*

**STUDENT 25% DISCOUNT** ( Only applies to student who are still studying with us)

**IF YOU ARE APPLYING FOR A DISCOUNT OFFER WE HAVE ADVERTISED  
PLEASE ENTER THE DISCOUNT CODE HERE:**

**WHAT DATE ARE YOU MAKING YOUR COURSE PAYMENT?:**

**PLEASE COMPLETE AND SIGN BELOW, PLUS AT THE END OF THE TERMS & CONDITIONS PAGE.  
YOU MUST ALSO SEND EMAIL A PASSPORT SIZE PHOTOGRAPH OF YOURSELF  
FOR YOUR STUDENT ONLINE CAMPUS ID**

***Please Print Your Full Name:***

***Signature:***

***Date of Signing:***

# TERMS AND CONDITIONS

## 1. INTRODUCTION

It is very important that you read through this section carefully so that you fully understand what is involved in your chosen course and what to expect from your Course Tutor/Design Coach. Once you have read everything, please contact your Design or Training Coach if you have any questions or concerns, so that they can go over these with you in more detail.

Your course is designed to be carried out completely through your Student Account within our online campus, so it is very important that you now use this facility for your course, questions, arranging appointments and sending messages to your Course Tutor/Design Coach.

Studying and Learning through the CDS (Creative Design School) is expected to be enjoyable and a good experience, so we have taken extra care to make sure that we offer the best methods possible. We work closely with employers and businesses within the sectors we cover, and keep up to date our learning material as to make sure our students keep up to date while learning. It is sometimes essential that we either change or introduce new techniques or procedures into our courses or course programmes from time to time which we will do without prior notice.

## 2. PRE-COURSE ASSESSMENT

If you have enrolled in one of the following study areas, you will be given a Pre-Course Assessment

Diploma Course levels 1-3  
Specialist Courses Level 4  
Professional Level Courses

The reason we ask our students to carry out a Pre-Course Assessment is to allow us to establish your present level of knowledge and skills. This will then provide us with the correct information to set the correct level of your course.

This is not a test, and you should be able to enjoy doing this assessment. But, we do ask you to be as creative as possible and to keep within your own limits. Try to follow the brief as much as possible and make sure to present it in the way stated. Once you have completed your Pre-Course Assessment, you will be contacted by your Course Tutor/Design Coach to set up a Skype or Online Campus Live Chat appointment to go over your submission. Once this is completed, your main course will become active and ready for you to begin.

## 3. HOW TO PRESENT YOUR PROJECTS AND ASSIGNMENTS

It is very important that you present your Projects and Assignments properly. You will be shown a basic style and layout by your course tutor, but you should produce a template for yourself. You are encouraged to come up with your own unique style, so have a think about this and plan it before you set this up.

## 4. STUDY GUIDE AND REQUIREMENTS FOR YOUR COURSE

Your course is split into Modules and each Module completed is awarded a score. If you don't manage to reach 70% for each Module you will be required to repeat that Module or part of it (your Course Tutor/Design Coach will decide this).

You should study each unit within a module in great detail and ask questions whenever possible. Taking part in any Forums is a good sign that you are wanting to take on as much knowledge as possible, so try setting up a Forum Topic of your own to encourage other students on your course to participate (*although this is not a requirement, it is a good form on learning and sharing ideas*)

Setting up Skype Appointments/Lessons is essential to your course and you should at least have one appointment for each module in your course.

## 5. COMMUNICATION

All communication should be carried out through your Student Account in our online campus. Only if you experience problems or the system is down for some reason, you should email us direct. But, you should only communicate direct with your Course Tutor/Design Coach through your Student Accounts messaging App.

If you are experiencing technical problems you should email [admin@creativedesignschool.com](mailto:admin@creativedesignschool.com) and explain the problem in as much detail as possible.

Also, we have noticed that there are some problems being experienced by students who use GMAIL email addresses.

## 6. SKYPE LESSONS & APPOINTMENTS

Skype tutorials are available on Tuesdays, Wednesday's and Thursdays of each week (except during holidays) You must give at least one week's notice for an appointment or a lesson request. The more notice you give the more chance you have of getting the appointment that is best for you. Evening appointments are available at set times, and weekends can be on a Saturday morning only (but these have to be booked at least 2 weeks in advance). Contact your Course Tutor/Design Coach to discuss this in more detail. It is also important that you send your questions to your tutor at least 3-4 days before your Skype tutorial. Failure to do so will result in your Skype tutorial being cancelled automatically. Also failure to turn up without our hours notice for your booked Skype lesson will result in a £30 fee plus administration costs being issued to you for late cancellations.

## 7. SCHOOL HOLIDAYS

Like any other organisation, the Creative Design School closes for holidays and in-house training each year. Our holidays are listed in the 'Events' or Calendar section of your online Student Account. Please keep a note of these. Your Course Tutor/Design Coach will not be contactable during these closures unless prior arrangements have been made direct. Our School Holidays are also listed on your campus dashboard in the online campus. This also applies to UK Bank Holidays, including Scotland.

## 8. TERMS AND CONDITIONS

The Creative Design School has the right to change the course structures, Modules and Units at any time without notice. This is required as a progression of course improvements and the change in the subject sectors. It is essential that we continue to improve our courses in line with business and sector demand, giving our students the very best in knowledge and skills in an ever changing market.

### 8.1 Inappropriate behaviour or misconduct

The CDS will expel any student or individual who are causing or carrying out any inappropriate behaviour or misconduct within the online campus, external websites or social media/networking that are related to or in part which relates to the CDS (Creative Design School).

### 8.2 Maximum completion time for Courses

The CDS offers complete flexible learning, but we have to set a time limit on all our courses. We give an indication of time in which our courses can be completed in our Course Prospectus, but our set maximum time for completing a course is 6 months after the guideline given within the Course Prospectus. For example, if you are studying the Graphic Design Diploma Course, the estimated time of completion is between 12-18 months, so the maximum time to complete this course would be 24 months. You can however apply for an extension to this for your course, but you will need to contact us to discuss this as we may need to add an additional charge, but this is not always the case.

### 8.3 Software & Copyright

It is important that student do not infringe copyright laws for the use of software or images etc. It is the student's own responsibility to obtain the correct software for the course in the correct way, and not that of the school. The same applies for the use of images etc within their projects and assignments. You are able to use examples as long as you state this within your submissions, but please remember that you are also building a portfolio of your work which you will be showing to future potential employers or clients.

## 8.4 Project & Assignment Submission Feedback and Scores

Once you have completed a Project or Assignment, you must let your Course Tutor/Design Coach that you have uploaded these. Projects and Assignments will be checked only on a Monday or Friday, so depending on when you upload your submissions will depend on which day these will be looked at. For example, if you submit your Project or Assignment on a Tuesday, Wednesday or Thursday, it will not be look at until the next Friday or Monday. If you submit on a Monday, it will not be looked at until the following Friday, and the same applies with Friday submissions, these will not be looked at until the following Monday or Friday. Our response time for feedback of submissions is 1 week (but can sometimes take 2 weeks). Please also note that submission will not be checked during holiday periods.

## 8.5 Cooling-Off Option

The CDSi does not offer refunds past the 7 days of receipt of payments for its courses. If you decide within the 7 days period that you do not wish to continue with your course, you must inform us in writing within this time scale and we will refund your course fee, less administration and Paypal transfer fees. These terms only apply to full paying students and not those paying for their course by monthly instalments or discount offers.

## 8.6 Examinations

The final examination for our courses are carried out through our online eCampus. You will be given full instruction on how, when your exam is scheduled for by your Course Tutor/Design Coach towards the end of your final Module. The exam is assessed and marked by the schools main examination board, plus the examination of your complete report throughout your Course Studies, Project and Assignment Submissions. You will receive your results within 60 days of completion. If you should fail your examination, you will be given a second chance to sit this exam again, but the time of this second attempt exam will be decided following a consultation with your Course Tutor/Design Coach. If you fail the second exam, you will need to enrol again in the course before you are able to sit the exam a third time. You can also appeal again any failure of exams by sending your complaint to us at [admin@creativedesignschool.com](mailto:admin@creativedesignschool.com)

## 8.7 Certificate and Diplomas

You will receive your Certificate or Diploma Certificate results within 90 days of successful completion of your course and final exam. The Certificate and Diploma Certificates will be emailed to you in digital format and the printed copy will be posted to you along with your final results on our issue dates which are at the end of each semester.

## 8.8 Online Campus

The Online Campus is not the stand alone course and only serves as a central point between the Student and the Course Tutor/ Design Coach. There may be at times when the Online Campus website or our main website is down due to maintenance or as a result of hacking and breach of security by users or outsiders of the school. If and when this happens, the courses are not affected and your studies should continue. If there are any issues with either our online campus or our main website you should communicate with us through our email at [admin@creativedesignschool.com](mailto:admin@creativedesignschool.com). As explained in 8.5, we do not issue refunds and students must accept that the Online Campus is not the main course facility. Your course will continue whether the Online Campus is operational or not.

## 8.9 Inactive Students

All student accounts and courses will remain active unless we have not had any activity for a period of 60 days. If a student does not take part or submits assignments or projects, or contact their design coach for 60 days or more without notice, the student account will be suspended. To reactivate the course and student account will require a reactivation fee of £65 for short courses and £150 for all other courses. Any student account which has been inactive for more than 3 calendar months without any notice from the student, will then be cancelled in full, and the student must re-apply and pay the course fee in full, unless a prior written agreement has been arrange between the school and the student.

## 8.10 Course Cancelation & Transfer

If a student decides they wish no longer to continue with their course for whatever reason and no matter what stage of the course

they are at, they will not be issued any type of refund (unless it is within the 7 days of making your full course payment). Neither are they able to transfer their course to another student, but may be able to transfer to another course depending on which stage you are at with your present course. There would also be an administration fee to be paid in addition to a transfer from one course to another. No refunds are given after 7 days on receipt of payment as explained in section 8.5

## 8.11 Course Updates and Terms & Conditions Changes

Please not that the Creative Design School may change the course curriculum, course modules, module structures, course structures and our any part of our Terms and Conditions at any time without prior notice, but will do our best to keep all of students informed whenever possible.

## 8.12 Complaints

All complaints should be sent in writing to us by email at [admin@creativedesignschool.com](mailto:admin@creativedesignschool.com)

## 8.13 Student email addresses

Students are responsible for the management of their own email addresses. If for some reason you are not receiving communication or course material from us, you must inform us right away. Plus, if we are sending emails to you which are not being delivered, this is not our responsibility and we are unable to investigate any of these issues. Communication issues on the student behalf are the responsibility of each individual student. Please make sure you provide the correct email information and if possible another email alternative to help with any issues.

***Please sign and date that you understand and agree with these Terms & Conditions fully***

***First Names:***

***Surname:***

***Signature:***

***Date:***