

**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 to complete the enrolment process. You should read through all of our Terms, Conditions and Agreements before signing.

**You must complete all 3 sections and all 4 pages, or your application will be rejected.**

## 1. YOUR DETAILS

PLEASE TICK IN THE BOX NEXT TO THE COURSE LEVEL BELOW YOU WISH TO APPLY FOR AND THEN COMPLETE THIS SECTION:

SHORT COURSE	<input type="checkbox"/>	DIPLOMA LEVEL 1-3 COURSE	<input type="checkbox"/>	SPECIALIST LEVEL 4 COURSE	<input type="checkbox"/>	PROFESSIONAL LEVEL 5 COURSE	<input type="checkbox"/>
First Name(s):							
Surname:							
Full Address <i>(including Post Code):</i>							
Country:							
Date of Birth:							
Profession:							
Contact Telephone Number:							
Email Address:							
Skype Account Name: <i>(You will need a Skype Account for your course)</i>							
Schools Attended plus and further Education or Training:							
Your Qualifications to date:							
Which Course(s) do you wish to enrol onto and what do you want to achieve by studying this course(s)?:							
When would you like to start your course?							
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)							
How did you find out about the Creative Design School?							

## 2. COURSE PAYMENT OPTIONS

### IMPORTANT INFORMATION - PLEASE READ BEFORE COMPLETING BELOW:

1. There are two payment options to select from. These are 'Payment in Full' or 'Pay by 2 Monthly Instalments'.
2. The 'Pay by 2 Monthly Instalments' If you select this option, you are agreeing to Section 10.1 of the Terms and Agreements
3. All Payments must be received at least 5 days prior to starting your course.
4. Payment by Bank Transfer is only available in the UK via an invoice being issued by us or via PayPal online through our website. Payments from outside the UK will require payments via PayPal only.

<b>PAYMENT OPTION 1: PAY COURSE FEE IN FULL</b> <i>Please tick the box for your payment selection</i>	
<b>SHORT COURSES: £350 each course</b>	<input type="checkbox"/>
<b>LEVELS 1-3 DIPLOMA COURSES: £650 each level</b>	<input type="checkbox"/>
<b>LEVEL 4 SPECIALIST COURSES: £750 each course</b>	<input type="checkbox"/>
<b>PROFESSIONAL LEVEL 5 DIPLOMA COURSE: £850 each course</b>	<input type="checkbox"/>
<b>WHAT DATE ARE YOU MAKING YOUR FULL COURSE PAYMENT?</b> THIS SECTION MUST BE COMPLETED	

#### HOW DO YOU WISH TO PAY FOR YOUR COURSE:

1. BANK TRANSFER VIA INVOICE:
2. ONLINE THROUGH OUR WEBSITE:

<b>PAYMENT OPTION 2: PAY FOR COURSE IN 2 MONTHLY INSTALMENTS</b>	
Please tick the box for your payment selection If you select this payment option, you are agreeing to make two consecutive monthly payments, which include a £20 administration fee for each monthly payment. Failure to stick to this agreement will result in additional fees being issued to you and your course being cancelled.	
<b>LEVELS 1-3 DIPLOMA COURSES ( each level ) 2 X CONSECUTIVE MONTHLY PAYMENTS OF £345</b>	<input type="checkbox"/>
<b>LEVEL 4 DIPLOMA COURSES ( each level ) 2 X CONSECUTIVE MONTHLY PAYMENTS OF £395</b>	<input type="checkbox"/>
<b>PROFESSIONAL LEVEL 5 DIPLOMA COURSES ( each level ) 2 X CONSECUTIVE MONTHLY PAYMENTS OF £445</b>	<input type="checkbox"/>
<b>WHAT DATE ARE YOU MAKING YOUR FIRST MONTHLY PAYMENT?</b> THIS SECTION MUST BE COMPLETED	

#### HOW DO YOU WISH TO PAY FOR YOUR COURSE:

1. BANK TRANSFER VIA INVOICE:
2. PAYPAL VIA INVOICE:

<b>STUDENT 25% DISCOUNT (For existing Students Only)</b>
This only applies to students who are already studying with us and have not completed their course and left the school. Please tick this box if you have decided to continue on to another course with us. You must also make your selection from the 'Payment in Full', then we will apply the 25% Discount on the invoice we will send to you. Instalments for this are not available and must be paid in full. This discount offer is not available if you are on one of our Short Courses

<b>FOR OFFICE USE ONLY:</b>

## 3. TERMS & AGREEMENTS

### 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 with our learning material 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. Project Assessment

If you have enrolled in one of the following study areas, you will be given a Project Assessment for Diploma Course Levels 1-3 Specialist Courses Level 4 Professional Level Courses. The reason we ask our students to carry out a Project Assessment is to allow us to establish their present level of knowledge and skills. This will then provide us with the correct information to set the correct level for 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 Project Assessment, you will be contacted by your Course Tutor/Design Coach to set up a Skype or Online Campus 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 Course Submissions

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. Course Modules, Grades and Skype lessons

Your course is split into Modules and each Module completed is awarded a grade. 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. Setting up Skype 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 on our Online Campus. Only if you experience problems or the system is down for some reason, you should email us directly. But, you should only communicate directly 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 and Appointments

Skype tutorials are available on Tuesdays, Wednesdays 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. 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 hour's 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 educational organisation, the Creative Design School closes for holidays and in-house training each year. School Holidays are also listed on your campus dashboard on the online campus. This also applies to UK Bank Holidays, including Scotland. Please keep a note of these. Your Course Tutor/Design Coach will not be contactable

during these closures unless prior arrangements have been made directly. Our.

### 8. Changes to Courses and Course Structures

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.

### 9 Inappropriate behaviour or misconduct

The CDS will expel any student or individual who is 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 to the CDS (the Creative Design School).

#### 9.1 Maximum Completion Time for Courses

The CDS offers flexible learning, but we have to set a time limit on all our courses. The maximum time for completing our main Diploma Course is 12 months, and our Short Courses average between 6-8 weeks, depending on the Short Course. Extensions can be given depending on each individual case, but there may be a fee for this.

#### 9.2 Software & Copyright

It is important that students 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 to 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.

#### 9.3 Project & Assignment Submission Feedback and Grades

Once you have completed a Module 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 looked 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 to Friday submissions, these will not be looked at until the following Monday or Friday. Our response time for feedback on submissions is 1 week (but can sometimes take 2 weeks). Please also note that submissions will not be checked during holiday periods.

#### 9.4 Cooling-Off Option

The CDS does not offer refunds past the 7 days of receipt of payments for its courses. If you decide within the 7-day 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, discount offers or short courses.

#### 9.5 Examinations

The final examination for our Main Diploma Courses is carried out through our online campus. You will be given full instruction on 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 school's 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 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 any failure of exams by sending your complaint to us at [admin@creativedesignschool.com](mailto:admin@creativedesignschool.com) There are no final exams for Short Courses.

#### 9.6 Certificates 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 or Diploma Certificates will be posted to you along with your final results on our issue dates, which are at the end of each semester.

### 9.7 Online Campus

The Online Campus is not a stand-alone course and only serves as a central point between the Student and the Course Tutor/Design Coach. There may be 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 9.4, 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.

### 9.8 Inactive Students

All student accounts and courses will remain active unless we have not had any activity for a period of 30 days. If a student does not take part in submitting assignments or projects or contact their design coach for 30 days or more without notice, the student's account will be suspended. To reactivate the course and student account will require a reactivation fee of £80 for short courses and £200 for all other courses. Any student account which has been inactive for more than 60 days 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 arranged between the school and the student.

### 9.9 Course Cancellation & 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 they 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 of receipt of payment, as explained in section 9.4

### 9.10 Course Updates and Terms & Conditions Changes

Please note that the Creative Design School may change the course curriculum, course modules, module structures, course structures and any part of our Terms and Conditions at any time without prior notice, but we will do our best to keep all students informed whenever possible.

### 9.11 Complaints

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

### 9.12 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's 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.

## 10. Course Payment

Course fee payments must be received within five working days from the submission date included with the signatures in this course application form. Once we have received your course fee payment, we will start setting up your student account, which can take up to 5 working days to complete (*we do try to complete this sooner depending on the number of enrolments we have received at the same time*). Payment should be made through direct bank transfer (*We will issue you with an invoice with our details included*), or PayPal. PayPal payment must be made online through our website.

### 10.1 Course Payment in two monthly instalments

If you have chosen this payment option, you have agreed to make two consecutive monthly payments from the date you have included in the course application form. Failure to make these agreed payments will result in additional fees being issued to you, plus recovery of any outstanding payments and costs.

Please sign and date below indicating that you fully understand and agree with all of the sections 1 through 10.1 within these Terms & Agreements and in sections 1, 2 & 3 of the course application form.

First Name(s):

Surname:

Signature:

Date:

**Now email your complete 4-page course application form to us along with a Photo of yourself for your student account profile on our online campus:**

**[enrol@creativedesignschool.com](mailto:enrol@creativedesignschool.com)**

**Once we have reviewed your application, we will be in touch to let you know if your application has been successful or not.**