



**APPLICATION FOR ENROLMENT
VM TRAINING COURSE**

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VISUAL MERCHANDISING TRAINING COURSE

Week 1: Tuesday 19th & Wednesday 20th February 6-9pm

Week 2: Tuesday 26th & Wednesday 27th February 6-9pm

Week 3: Tuesday 5th & Wednesday 6th March 6-9pm

Week 4: Tuesday 12th & Wednesday 13th March 6-9pm

STUDENT INFORMATION

The information you provide will not be sold or distributed. This information will allow our admissions department to create a personalized file in our system so we can better serve you.

Name

Address

Phone

Email

BACKGROUND

Educational background (please check highest level completed)

High School Graduate

University Graduate

Other

If you ticked other, please expand:

Do you have experience in the retail industry?

Present employer (if not currently employed, list most recent):

What are your goals after training?

ENROLMENT REQUIREMENTS

The following standards and guidelines for enrolment are to inform all potential trainees what is expected from them for training success, and what trainees can expect from VM+. The standards of visual merchandising training course are honest business ethics, integrity, and commitment to service.

I understand recommendations made by course instructors are based on their knowledge and experience in the industry. While I am not obligated to comply with their recommendations, they are made with the intention of maximum benefit for the student from the program.

APPENDIX

A. Attendance

Regular attendance of each day of training program is expected, just as it is expected in the workplace. When training is in session, all trainees are expected to attend and to be prepared to learn. We strongly recommend that trainees find alternate means of transportation, child care and assistance during their hours of training. Please notify the instructor in advance in writing if you expect to miss any class hours.

B. Grades

In-class activities, homework, photographs of completed work.

C. Performance

Some criteria that trainers will look for (but not limited to the following):

1. Did student seem to understand the concepts?
2. Were student's questions appropriate to the understanding of material being covered?
3. Was student prepared with any homework and or any in-class work or tests/quizzes given?

D. Personal Conduct

Conduct throughout training: Instructors will objectively evaluate students based on their conduct throughout the training sessions. These evaluations will be used to allow the trainee to work with the instructor daily to receive the maximum benefit from training.

Student Signature: _____

Date: _____

ENROLMENT REQUIREMENTS

Just as in the workplace, we expect the training environment to be professional, to encourage learning and working together as a team. For this reason, the following will be the rules in the classroom:

No classroom disruption of any kind, including but not limited to:

- Rude or belligerent comments or behaviour towards an instructor or towards another student.
- Any type of sexual harassment.
- Excessive tardiness, personal business conducted during training, or any other behaviours disruptive to the training.
- No smoking will be allowed in the classroom. You may have a beverage and/or snacks.
- Mobile phones, wireless internet and other distractions should be turned off or turned to silence during classroom lecture and training.

Introduction to VM Course *(subject to change)*

Includes : Tuition
Registration/Admin. Fee
Workbook & Handouts
Misc. Supplies

Course Length: 24 Clock Hours over 4 weeks

Total Cost: \$924 (inc. GST)

Course fees are the total amount that student should expect to pay (for course tuition, books/handouts, and supplies). Student will receive a Certificate of Completion of Training upon graduation. **100% of tuition and fees are due and payable before the first day of class.**

PAYMENT INFORMATION

Visa Mastercard Other

Cardholder Name

Card Number

Expiry Date

Security Pin

VM+ charges no interest charges pertaining to this agreement.

REFUND POLICY

Refund computations are prorated, based on the program time expressed in training hours. The effective date of termination for refund purposes will be the earliest of the following: the last date of attendance, or the date of receipt of written notice from the student.

A \$100 non-refundable registration fee. Should you need to cancel, this registration administration fee is non-refundable; however, you may apply this fee toward another course session date. If the student fails to enter the course, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of fees that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program. Books and supplies that have been distributed to the class will not be refunded after class begins. A full refund of all fees will be paid in each of the following cases: (a) an enrollee is not accepted by school; (b) if the course is discontinued by the school; (c) if student's enrolment was procured as a result of advertising misrepresentation or misrepresentations by representatives of the school. Refunds will be totally consummated within 60 days after the effective date of termination.

INFORMED CONSENT

Please read and initial each of the following statements regarding VM+ and the visual merchandising courses:

1. _____ I understand that violating the personal conduct outlined in this enrolment agreement could cause me to be expelled from the course, and I have read the cancellation refund notice, which explains the prorated refund of tuitions paid.
2. _____ I agree to indemnify and hold VM+, its trainers, owners, representatives, affiliates harmless of and from any inability to perform or to become successful in the field of visual merchandising; I understand that I am the only one who can utilize my knowledge and abilities.
3. _____ I understand that completing this course does not guarantee that I will be successful in the field. The course provides the enrollee with information such as industry knowledge, resources, materials and basics that are necessary to operate in industry. I have not been guaranteed any income after completing this visual merchandising course.
4. _____ I understand that being a visual merchandiser requires contacts and agreements with businesses and representatives of businesses. Because building this client base takes time, I understand that generating income after this course may not be immediate, and there is no guarantee as to a minimum dollar amount that can be made in the job field.

INFORMED CONSENT CONTINUED OVER LEAF...

INFORMED CONSENT cont.

5. _____ I understand that this course is designed to provide an accurate portrayal of information required to start a career in visual merchandising. I understand that information provided in the course or information provided by VM+, sample contracts, sample forms, letters, marketing materials, handouts, training books, or other materials handed out, shown or represented during the Course are provided as samples or examples only, and are provided with the understanding that VM+ trainers are not engaged in rendering legal, tax accounting, professional or technical services.

6. _____ Since all business opportunities contain inherent risks, it is suggested by VM+ that the student consult his or her own legal, tax, accounting, or technical professional. I understand that it is my responsibility to seek my own legal, tax, accounting or professional advise regarding any related issues that may be needed for this or for any related business venture.

7. _____ I understand that VM+ and VM+ trainers have attempted to provide accurate and complete information in this Course; however, VM+ and VM+ trainers assume no responsibility for inaccuracies, errors or omissions or any inconsistencies herein. Vendors, service providers, or resources mentioned by VM+ trainers are believed to be reputable but neither VM+ and VM+ trainers accept any responsibility for the activities or those mentioned or their products or services.

I have received and understand the policies and terms of VM+, and agree to abide by them. I understand that audio or video taping during class are not allowed. I have received a copy of the school enrolment requirements and course overview.

I hereby agree that facsimile or computer generated signatures shall have the same legal binding as original signatures.

Student Signature: _____

Date: _____

VM+ Representative Signature: _____

Date: _____