



BRITISH *Butler* INSTITUTE®
CHANGING PEOPLE'S LIVES

2 DAY ROYAL ETIQUETTE & PROTOCOL MASTERCLASS



SAO PAULO, BRAZIL 2022



ENROLMENT FORM 2022

FOR OFFICE USE REF: BBI /22 / 54921

Please complete **ALL** the following sections

PLEASE COMPLETE THIS FORM 1) DIGITALLY (Using Adobe Reader) OR 2) BY HAND AND SCAN, SIGN AND RETURN TO US VIA EMAIL to: administration@britishbutlerinstitute.com

CONFIRMATION FORM (FORMULÁRIO DE CONFIRMAÇÃO)

First Name (Primeiro Nome):

Surname (Sobrenome):

Address (Endereço):

Post code (CEP):

Email (E-mail):

Home Telephone (Telefone residencial):

Mobile (Celular):

Next of Kin - In case of emergency (contato para emergências):

Next of Kin Phone (Telefone de contato para emergências):

Employers Name if sending you on the course (Nome da Empresa, se estiver enviando para o curso):

Indicate your general health
(Indicar seu estado de saúde):

Fair (Razoável):

Good (Boa):

Excellent (Excelente):

Are you on any medication that we should know about? (Utiliza alguma medicação que deveríamos saber?):

Dietary requirements (Requerimentos/Restrições alimentares):

How did you hear about The British Butler Institute? (Como conheceu a British Butler Institute?):

Previous hospitality experience, brief description (Alguma experiência previa em Hospitalidade? Breve resumo):

**** Visa for students from abroad must be applied for by the applicant ****



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COURSE VALUE & CONDITIONS

- The value per person is £480 Inclusive (GB Pounds).

Included:

- Tea, coffee, and biscuits.
- Prestigious British Butler Institute Certification.
- Prestigious British Butler Institute Pins Awarded.

DEPOSITS:

A 50% deposit is required on booking; balance of fees is to be paid in full 2 weeks prior to commencement of the course. By paying for the course, you accept our terms and conditions.



PAYMENTS

You may either pay via Credit Card / Debit Card / PayPal using our on-line system or via direct transfer into the following account:

Account Name: TBBI Ltd
Bank name: Lloyds Bank
Account Number: 37897168
Sort Code: 309871
BIC/SWIFT CODE: LOYDGB21006
IBAN: GB16 LOYD 3098 7137897168

Bank Address:

Lloyds Bank TSB,
113 – 117 Oxford Street,
London,
W1D 2HW, United Kingdom

Money is not refundable however should the student leave the course due to illness or other genuine reasons they will be able to attend future courses at no extra cost for the lessons missed within a period of 12 months from the start of the course that they originally paid for. The students will not, however, be reimbursed for any expenses incurred. Deposits are non-refundable should a student decide to not attend the course. If a student's cancels a course 21 days before commencement of said course, then there is no refund, and the amount cannot be credited to a similar course within a year period.



SAO PAULO BRAZIL COURSE DATE 2022

2 Day Programme: Commences on Thursday April 7th to Friday April 8th, 2022.

Training Times: Course Times: 9.30am to 4.00pm.

Dress Code / Requirements (If you are unsure please email us):

- Gentleman must wear a shirt, collar and tie, dark suit and black shoes
- Ladies must wear smart trousers / dress / skirt / shirt / jacket / blouse and low heel shoes.

Accommodation: This is a non-residential course.

Training Venue: INTEGRAÇÃO ESCOLA DE NEGÓCIOS,
Rua Manoel Guedes,504 – Jardim Europa
04536-908 - São Paulo - SP

Notes:

- All students will need a notepad and pen.
- No laptops, tablets or mobile phones may be switched on during class
- **Due to past courses being full, we advise students who wish to enrol on our courses to send their application form and deposit as soon as possible. We cannot guarantee a place on this course until we receive both the enrolment form and the deposit!**



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CONFIRMATION

This is to confirm that these details are accurate, and I commit to full attendance on the British Butler Institute Course and to the terms and conditions (listed below).

Proof of Payment (50% Deposit or full amount) and this enrolment form to be emailed to administration@britishbutlerinstitute.com.

When a payment is made the invoice will be issued.

Date

Signed

{

}

“If you have any questions or need any assistance please do not hesitate to contact us at your convenience. We look forward to welcoming you to our world-renowned course”.



Principal, The British Butler Institute

Email: gwilliams@britishbutlerinstitute.com

DEFINITIONS / TERMS & CONDITIONS

1 DEFINITIONS

1.1 In this contract the following definitions apply.

“Company” means TBBI Ltd, The British Butler Institute, New Oxford Street, London WC1A 1DG.

“Student” means the individual who is attending a Course run by the Company.

“Training” means teaching undertaken by the Company.

“Course” means a period of time where the Company will be undertaking the training of the Student.

“Relevant Course Fee” means the fee that has been agreed between the Student and the Company for the relevant Course.

Costs for accommodation and travel expenses are not included.

“Authorised Personnel of the Company” Includes all tutors including personnel employed by The British Butler Institute and also external consultants offering specific training.

1.2 Unless the context requires otherwise, references to the singular include the plural.

1.3 The headings contained in this Contract are for convenience only and do not affect their interpretation.

2 THE CONTRACT

2.1 These terms and conditions constitute the Contract between the Company and the Student and are deemed to be accepted by receipt of a completed application form together with a deposit of the Relevant Course Fee.

3 PAYMENT TERMS / CANCELLATIONS AND REFUNDS

3.1 The Relevant Course Fees will be outlined to the Student.

3.2 All courses are non-residential, and the Student must be Responsible for making their own arrangements for accommodation, travel, meals, parking and WIFI access, at their own expense.

3.3 Full payment of the Relevant Course Fee is required to secure a place on a course before commencement of course.

3.4 The Relevant Course Fee is payable in full 14 days in advance of Course start date.

3.5 Unless the Relevant Course Fee is paid in full 14 days in advance of the Course start date, the Company reserves the right to refuse admission to the Course and to allocate the place to another person.

3.6 A deposit of 50% is required with enrolment. All amounts paid are non-refundable, however they can be credited towards the next similar course within a year period from the date of deposit if the student cannot make the course for good reason, however if a student's cancels a course 21 days before commencement then there is no refund and the amount cannot be credited to a similar course within a year period.

3.7 Photos of students will appear on our website as well as TV and other productions will be featured on our website which have been taken during the course. Should a student not wish to have photos or any other production on The British Butler Institute website, then this must be in writing before the course starts.

3.8 Should the minimum number of students not be achieved to run the course; students will be advised 1 week prior to the start of the course and The British Butler Institute will refund the amount paid only. No other expenses will be refunded whatsoever.

4 COURSE MATERIALS AND COPYRIGHT

4.1 The Course fee includes the cost of all other materials which are supplied before and during the course.

4.2 Company is the copyright owner of all course materials with the exception of materials clearly published by third parties. The Company's copyright materials may only be used by the person attending the Course for their personal use and not be passed onto a Third Party or be used commercially.

4.3 The British Butler Institute will send you a copy of the curriculum, thus on payment you acknowledge, the course content and are happy with the curriculum. The curriculum may change.

4.4 The course content and the trainer may vary due to unforeseen circumstances and training venue may change from time to time.

5 ASSESSMENT AND CERTIFICATES

5.1 Assessment is continuous during all courses and will be conducted by Authorised Personnel of the Company. Students must reach accepted levels of skills in order to be awarded the prestigious Certification. The decision to award certificates is made by The British Butler Institute Principal and all decisions are final.

6 EQUAL OPPORTUNITIES

6.1 The Company adheres to a strict Equal Opportunities Policy in the provision of its training.

7 FUTURE OPPORTUNITIES

7.1 The Company does not guarantee to find a Student work following the provision of training.

7.2 If a Student seeks employment and wish to enlist the services of The British Butler Institute they must register independently with Recruitment The British Butler Institute.

7.3 The location of the training in Brazil might change due to unforeseen circumstances. We are not liable for any changes in location of training venue for whatsoever reason.

8 LIABILITY

8.1 The Company shall not be liable under any circumstances for any loss, expense, damage, delay, costs or compensation (whether direct, indirect or consequential) which may be suffered or incurred by the Student arising from or in any way connected with the Company providing training. For the avoidance of doubt, the Company does not exclude liability for death or personal injury arising from its own negligence.

8.2 Tea and Coffee as well as biscuits will be provided on the Course. It is the responsibility of the Student to clearly indicate any food allergies or special dietary requirements to the Company prior to the commencement of the Course. The Company cannot accept any liability for illness because of non-disclosure of this information or any other reason in terms of disabilities or medical conditions.

9 LAW

9.1 This contract is governed by the law of England & Wales and is subject to the exclusive jurisdiction of the Courts of England & Wales.