



BRITISH *Butler* INSTITUTE®  
CHANGING PEOPLE'S LIVES

The British Butler Institute International School for Concierge  
Excellence Professional 2 Day Certification Programme  
(Trained British and International style)

# ENROLMENT FORM

FOR OFFICE USE REF: BBI / 11 / 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](mailto:administration@britishbutlerinstitute.com)**

## REGISTRATION FORM - 2022

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First Name  Surname

Address

Post code  Email

Home Telephone  Mobile

Next of Kin (In case of emergency)  Phone

Employers Name (if sending you on the course)

Indicate your general health: Fair  Good  Excellent

Are you on any medication that we should know about?

Dietary requirements

How did you hear about The British Butler Institute?

Any previous hospitality experience (brief description)

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



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## COURSE VALUE & CONDITIONS

**The two-day course value: £518 +VAT**

*Fees are in GB Pounds inclusive and 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.*

### Reclaiming VAT

There is a possibility of reclaiming the VAT if your booking is made by a business or company. In this instance they can apply to reclaim the VAT in their registered country.

### Included:

- Tea, coffee, and biscuits
- Prestigious British Butler Institute certification.
- Prestigious British Butler Institute pins.



## 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, however - the deposit can be used towards the next course within a year period from date of deposit. If a student cancels a course 7 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.

## COURSE INFORMATION

### **2 Day Programmes:**

2-day programme commences on March 15 to March 16, 2022.

2-day programme commences on September 13 to September 14, 2022.

**Training Times:** Course Times: 9.30am to 4.00pm Monday to Friday.

### **Dress Code / Requirements:**

- **Gentleman** must wear a shirt, collar and tie, dark suit and black shoes
- **Ladies** must wear smart trousers/dress/skirt/shirt/jacket/blouse & low heel shoes
- **Students** must understand English and be over the age of 16yrs.

### **London Training Venue:**

*Taj Hotel*, 54 Buckingham Gate, London SW1E 6AF



### **Accommodation:**

Accommodation is non-residential however we are here to assist you according to your personal needs and budget. There is a huge variety of accommodation to suit all budgets and as we are in central London close to Buckingham palace the choice is very wide indeed with a lot of students choosing to stay at Air B&B, guest houses, hotels to name but a few. We also work closely with *The London Agent* who assists our students with their accommodation needs according to the student's budget.

### **The London Agent:**

London based and London focused, we are your very own short let accommodation solution, at your service. With more than 30 years' experience letting London flats, we are the right people to advise and help you find your ideal accommodation. We have Studios, 1-bed, 2-bed and 3-bed flats, many within a maximum of 10 minutes' walk from the British Butler Institute. We are always ready to help you with any length of stay and budget. From enquiry, to the end of your stay in London we are only a phone call away, 24/7, and we promise to make sure your experience is nothing but straightforward and enjoyable – at the very least!

### **Contact Details:**

**Sherry Humphreys & Jennifer Bell**

*Phone:* +44 (0)203 0121 809

*Mobile:* +44 (0)7963 707 175 (WhatsApp & WeChat enabled)

*Email:* Sherry@thelondonagent.com / Rentals@thelondonagent.com

*Web:* [www.thelondonagent.co.uk](http://www.thelondonagent.co.uk)

**Closest Underground Station:**

St James Park. Walking time from St James Park tube station to 10 Grey coat Place: 8 minutes.  
Walking distance to Taj Hotel: 6 minutes.

**St James's Park Underground Station:**

St James's Park is a London Underground station near St James's Park in the City of Westminster. It is served by the District and Circle Lines and is between Victoria and Westminster stations. It is in Travel card Zone 1.

You may also elect to use Victoria Underground which is approximately a 12 minute walk from the training venues.

**Notes:**

- All students will need a notepad and pens
- 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!**



## CONFIRMATION

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

Once this is done Payment can be made by credit card or paypal through the website or as a direct deposit into our account. Once monies are received an invoice and receipt will be issued.

\*\*If payment made via direct deposit - proof of payment (50% Deposit or full amount) and this enrolment form to be emailed to [administration@britishbutlerinstitute.com](mailto:administration@britishbutlerinstitute.com)\*\*

## RULES:

- No photos or filming to be taken for whatsoever reason during class.
- Please be on-time for the lectures.
- You must attend 95% of the lectures to be awarded certification unless it is not possible due to an emergency.

**Please select the 2022 course you wish to enrol on...**

### **- 2 Day Programmes:**

March 2 day: March 15-16, 2022

September 2 day: September 13-14, 2022

Date

Signed

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## OTHER INTERNATIONAL LOCATIONS

- **VENICE, ITALY 2022**  
**Venice, Italy.** (Please visit the website for more information).
  - The 10-day butler school will run from 11 – 20 January 2022
  - [www.britishbutlerinstitute.com/courses/2022-venice-butler-school-10-day](http://www.britishbutlerinstitute.com/courses/2022-venice-butler-school-10-day)
- **For more information with regards courses in the following countries please email us at: [info@britishbutlerinstitute.com](mailto:info@britishbutlerinstitute.com)**

USA | THAILAND | MEXICO | DUBAI | SINGAPORE



*“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 famous courses.*

*Kindest Regards,  
Mr Gary Williams”*

Principal, The British Butler Institute worldwide.

Email: [gwilliams@britishbutlerinstitute.com](mailto:gwilliams@britishbutlerinstitute.com)

## DEFINITIONS / TERMS & CONDITIONS

### 1 DEFINITIONS

1.1 In this contract the following definitions apply;

“Company” means The British Butler Institute, of Castlewood House, 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 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 All courses are non-residential and the Student must be Responsible for making his/her own arrangements for Accommodation and travel at his/her own expense.

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

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

3.4 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.

3.5 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, however if a student cancels a course 7 days before commencement then there is no refund and the amount cannot be credited to a similar course within a year period.

3.6 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.

3.7 Should the minimum number of students not be achieved to run the course, students will be advised 3 weeks 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 Course fee includes the cost of all other materials which are supplied before and during the course.

4.2 The 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.

4.3 The British Butler Institute has the right to change the curriculum

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

## 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 wishes to enlist the services of The British Butler Institute they must register independently with Recruitment The British Butler Institute.

## 8 LIABILITY

8.1 The Company shall not be liable under any circumstances for any loss, expense, damage, sickness, 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 as a result of non-disclosure of any concerns for, or medical/dietary requirements of, the student.

#### 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.