



BRITISH *Butler* INSTITUTE®  
REINVENTING LUXURY

The British Butler Institute International School for Butler Administrators  
and Household Managers Certification

# ENROLMENT FORM

FOR OFFICE USE REF: BBI / 11 / 54921

**10 day Training Venue :** SWISSAM, Hospitality Business & Culinary Arts School, Saint Petersburg, Russia  
St. Petersburg, Dobrolyubova pr., 20/1 Dinamo pr., 2 Phone: +7 (812) 244-06-14 (St Petersburg) E-mail: info@swissam.ru

**Date :** 16th to 25th of April 2019

**Course times :** 9.30am to 4pm

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: [enrolments@britishbutlerinstitute.com](mailto:enrolments@britishbutlerinstitute.com)**

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

Do you have any cooking experience (brief description)?

Are you on any medication that we should know about?

Dietary requirements

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

How did you hear about The British Butler Institute?

Any previous hospitality experience (brief description)



BEARER OF THE CREST  
THE PRINCIPAL LICENSOR

# BRITISH *Butler* INSTITUTE®

REINVENTING LUXURY

## COURSE VALUE & CONDITIONS

### The value of the 10 day course is £2176 (Inclusive)

#### Included:

- Global Placement opportunities around the world.
- Certification.
- Pins Certification

Fees are in GB Pounds inclusive. A 50% deposit is required to secure your place and the outstanding fee must be paid before the course commences.



#### Payments:

Payments can be made either on-line via Paypal, credit/debit card or 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  
113 - 117 Oxford Street  
London  
United Kingdom  
W1D 2HW

Money is not refundable once the student has started the course. 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. 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'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.



BRITISH *Butler* INSTITUTE®  
REINVENTING LUXURY

## COURSE INFORMATION

### Training Times:

- Course Times: 9.30am to 4.00pm Monday to Friday.

### Dress Code / Requirements:

The dress code for students attending the school and for visits is as follows:

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

### 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 people who wish to enrol for 2019 courses to send their application form and deposit as soon as possible. We cannot guarantee a place on this course until we receive the deposit!**

## 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).

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 [enrolments@britishbutlerinstitute.com](mailto:enrolments@britishbutlerinstitute.com)\*\*

Signed

Date

{

}



# BRITISH *Butler* INSTITUTE®

REINVENTING LUXURY

If you have any questions, please do not hesitate to ask. We look forward to welcoming you.

Best Regards,  
Mr Gary Williams, Butler School Principal

## 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 deposit of the Relevant Course Fee.

### 3 PAYMENT TERMS / CANCELLATIONS AND REFUNDS

3.1 The Relevant Course Fees will be outlined to the Student and are all inclusive.

3.2 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.

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

3.4 The Relevant Course Fee is payable in full 30 days in advance of Course start date.

3.5 Unless the Relevant Course Fee is paid in full 30 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.

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 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.



# BRITISH *Butler* INSTITUTE®

REINVENTING LUXURY

## 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 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 will send you a copy of the curriculum, thus on payment you acknowledge, the course content and are happy with the curriculum.
- 4.4 The course content may vary due to unforeseen circumstances and training venue may change from time to time
- 4.5 Payment of a deposit or the full amount signifies that you have accepted our terms and conditions.

## 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.

## 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 as a result of non-disclosure of this information.
- 8.3 The Company will comply fully with its responsibilities of all aspects of Health and Safety legislation.

## 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.

## 10 Training Venue

The training venue in Venice may change. 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 this change in venue.