

CREATING WRITERS

CREATIVE WRITING COURSE APPLICATION FORM

First name	
Surname	
Address	
Date of birth	
Contact telephone number	
Email address	
Skype Account name:	
What relevant qualifications or experience do you have?	
What do you hope to achieve from this course?	
How much time do you realistically have to study per week?	
If accepted, when would you like to start the course?	
How did you find out about us?	
When do you want to start?	
When are you paying for this course?	
Are you paying in full or in two monthly payments?	
Please sign below, which also signifies your consent to our Terms and Conditions.	
Print name	
Sign	
Date	

It's important that we understand exactly what it is you are wanting to achieve, so we can better build our course around you. That will be our first task when you enrol.

Some of our students don't have a lot of spare time to study due to work, family or other commitments. That's why we have flexible study options. This allows students without much spare time to spread their course over a longer period, which can be agreed in advance.

To enrol:

1. Complete every section of this Course Application Form in handwriting, making sure you complete all of the sections.
2. Scan or take a photo of the completed application form and email it back to us at charlie@creatingwriters.com and we will inform you if your application has been accepted. Do not make any payments until your application has been accepted. You will receive an email from us telling you if you have been accepted or not.
3. Once your application has been accepted you should then proceed to make your course payment. Bank details will be sent to you on our invoice to you.
4. Once we have received all of the above, we will then set up your student account, which can take up to 5 working days.
5. You will also be contacted by your own one-to-one tutor who will arrange a Skype with you to discuss your course in detail.

**** Always read through our Terms and Conditions on our Course Application Form before enrolling and making your course payment***

PLEASE NOTE: You may pay for the Creative Writing course in full or in two installments. When you submit your application form, please indicate which option you would prefer.

CREATING WRITERS TERMS & CONDITIONS

STUDY GUIDE AND REQUIREMENTS

Your course is split into Modules and each completed Module is awarded a score. If you don't reach 70% for a Module you will be required to repeat that Module or part of it, as decided by your Training Coach. You should therefore study each unit within a module in detail and ask questions whenever possible.

COOLING-OFF PERIOD

We do not offer refunds past 7 days of receipt of payments. 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 timescale and we will refund your course fee in full.

EXAMINATIONS

The final examination for your course will also take into consideration your performance throughout the rest of the course. Final examinations are marked by your Training Coach, who will also provide detailed feedback. If you fail this examination, the detailed feedback will allow you to retake it.

CERTIFICATES AND DIPLOMAS

You will receive your Certificate or Diploma Certificate on successful completion of your course and final exam from the Creative Design School. The Certificate and Diploma Certificates will be emailed to you and a printed copy will be posted to you.

INACTIVE STUDENTS

All student accounts and courses will remain active unless we have not had any activity for a period of 60 days. If a student does not submit assignments or projects, or contact us for 60 days or more without notice, the student account will be suspended.

COURSE CANCELLATION & TRANSFER

If a student decides they no longer wish to continue with their course for whatever reason and no matter what stage of the course they are at, they will not be eligible for a refund, unless within 7 days of making course payment. Neither are students able to transfer their course to another person.

UPDATES

Please note that, for course improvement, we may change the course curriculum and our Terms and Conditions at any time without prior notice, but will do our best to keep all students informed whenever possible. Any changes will not materially affect either the course or the study time for it.

COMPLAINTS

All complaints should be sent in writing to us by email at charlie@creatingwriters.com

EMAIL ADDRESSES

Students are responsible for the management of their own email addresses. If for some reason you are not receiving material from us, you must inform us right away. Please note that, if we are sending emails to you which are not being delivered, this is not our responsibility. So please make sure you provide the correct email and back-up phone information.