



We are  
**Accreditation**



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# **Terms & Conditions**

## Accredited Companies

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## Associated Beauty Therapists Ltd

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Registered in the UK: 06135223.

Associated Beauty Therapists is Authorised and Regulated by the Financial Conduct Authority ABT. Authorisation No: 463052

### Accepting our Terms of Business

This document sets out our commitment to you as our client and outlines the principles we follow in doing business with you.

We (ABT) are a membership organisation and act as a specialist provider in non-investment insurance contracts for commercial clients. Our permitted business is advising, arranging, dealing as agent and assisting in the administration and performance of general insurance contracts.

Accreditation is not an insurance product and falls outside of the scope of day to day activities.

### Accreditation Definition:

In order for a training provider and their courses to be accredited by a professional body or association, the course and the provider must pass strict criteria. It is important to remember that ABT accreditation is not a national framework or a recognised qualification; each body will have their own criteria.

The main criteria that accreditors [ABT] will consider are:

- **Is the company delivering an insurable course?**
- **Is the content suitable and do the course hours meet the industry standard?**
- **Is the trainer insured?**
- **Is the training being delivered by a teacher qualified to Pttils or AET standard?**

To be accredited by ABT, the answer to all these questions at time of application must be 'yes'.

### Accredited Company Overview: Short Course Accreditation

ABT accreditation is a simple, low cost and extremely efficient way to step out of the crowd and show your potential clients that you are approved, endorsed and eligible to offer ABT membership and insurance packages to them. When accrediting your course, qualifications or post graduate support training with ABT you will enter into a relationship with the UK's largest Beauty Membership and Insurance provider who currently represent over 500 providers. ABT is also part of the UK's leading publisher, Exhibition Management brand and its Irish counterpart – Beauty UK, Scottish Beauty, Irish Beauty Show, Guild News and ABT Ireland. In our opinion, having your course Accredited is crucial to give your course the seal of approval and recognition it deserves.

### Payment for our Services

The only fees that ABT charge for accreditation are membership fees. Accreditation is not an insurance product, nor is offered alongside such products. The current charge for accreditation is a single one off fee of £250\* which [if successful or not with application] is non-refundable unless the course is classed as uninsurable [as a treatment] and in this case a refund will be due within the first 90 days.

Our dedicated accreditation department will help, support and guide you through the process of gaining accreditation wherever possible.

## Ending our Relationship

Accreditation is an application process and charged at the beginning [application stage] of our relationship. Once applications have been received in part, full or pending further investigation the initial charge in full applies. The current charge is a one of fee of €320 for up to 10 course [ \*additional charges apply per course thereafter of €40]

Where an accreditation has been valid for over 3 months, and the college and/or training establishment changes its name, fundamental brand or identity, an amendment to application must be made. In all cases a full resubmission of paperwork as per new application is required and a fee of €85 will be charged and new welcome packs issued. In these cases, we cannot guarantee re-accreditation as application treated as new.

You may at any time terminate our authority to act on your behalf within 14 days of payment or as otherwise agreed without penalty. Notice of this termination must be given in writing and will take effect from the date of receipt.

In circumstances where we feel we cannot continue providing services to you, we will give you a minimum of 7 days notice. We reserve the right to remove accredited status, or availability of products without notice and in this case, no refunds of accreditation fees will be due.

Should we feel we have justifiable reason, we may suspend or terminate accreditation with no notice. In these situations, a reason may not be given due to internal processes and/or data protection. In these rare instances, a refund will not be issued where accreditation had been valid for over 3 months.

All previous certificates issued and courses booked will be accepted by ABT so not to disadvantage clients.

Any courses added after your initial application/confirmation of accreditation are charged at €50 per course. This is regardless of unused courses or fees from initial application outside of a 30 day period.

There is an annual charge due of £100 that is currently waved [to zero value] in all cases if annual information request for valid ABT insurance documents are received.

For our temporary support during Covid-19 we have negotiated with our insurers to allow digital training online. These courses must be Accredited as new courses at the cost price of €30 each. We cannot offer this service to 'advanced treatment extensions' and in all cases a live assessment via Teams, Zoom or similar must be conducted. This service is temporary and we will give a minimum 3 months' notice before withdrawing. This is valid from March-20 through Dec-20 as a minimum period.

Document supplementary to: Terms of Business [UK accredited Company] Last updated: 09-18 – Revised Update 15-10-20

We reserve the right to amend terms at least once every quarter.

[www.abtinsurance.ie/terms](http://www.abtinsurance.ie/terms)