



We are  
**AIT Accreditation**



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# **Terms & Conditions**

## AIT Accredited Colleges

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## Associated Irish Therapists Ltd

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Insurance Policy: Administered on behalf of:

Associated Irish Therapists Ltd by Balens Europe BV - UK Branch, company number FC037665, UK Establishment number BR022756, UK Branch address Bridge House, Portland Road, Malvern, WR14 2TA.

## Accepting our Terms of Business

This document sets out our commitment to you as our Further Education college/ Training Provider and outlines the principles we follow in doing business with you.

We (AIT) 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 Definition:

In order for a Further Education college/ Training Provider and their courses to be accredited by a professional body or association, the course and the college must pass strict criteria. It is important to remember that AIT accreditation is not a national framework or a recognised qualification; each body will have their own criteria.

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

- Is the college 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 PtTls or AET standard?

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

## Accredited College Overview: Short Course Accreditation

AIT accreditation is a simple, low cost and extremely efficient way to step out of the crowd and show your potential students that you are approved, endorsed and eligible to offer AIT membership and insurance packages to them. For a college and their courses to be accredited by AIT, the course and the Further Education college/ Training Provider must pass strict criteria. It is important to remember that AIT Accreditation is used for internal insurance purposes only and is not a national framework or a recognised qualification; each body or college will have their own criteria. When accrediting your course, qualifications or post graduate support training with AIT you will enter into a relationship with Ireland's and the UK's largest Beauty Membership and Insurance provider who currently represent over 1400 Further Education Colleges. In our opinion, having your course Accredited is crucial to give your course the seal of approval and recognition it deserves.

AIT Accreditation is not a guaranteed process. We also reserve the right to cancel, decline or refuse to accredit [any application] for a course and/or college without explanation nor prejudice. AIT holds a registered trademark under No. UK00003589458 and will only permit accreditation and use of our brand under issued guidelines and will refuse use wherever deemed suitable to protect the integrity of the brand. AIT appreciates client's enthusiasm and aspiration towards its accredited status, however we always make sure AIT trademarks aren't wrongfully used to protect our membership community. If we feel our brand is being misused

in any way – we will refuse an application and/or terminate an accreditation immediately. AIT require accredited colleges to uphold the core values of AIT which are available upon request however revolve around: Standards | Ethics | Quality | Integrity and Client Care. Only UK, CE and EU registered products will be accepted for use within treatments and training. Proven failure to uphold any of these standards will potentially mean removal of any accredited status. Accreditation requires an active insurance policy [per tutor] against the college record in every situation. Should an Accredited college cease to have suitable insurance, the accredited status will be suspended immediately and automatically. Free activation is available for all AIT members with suitable insurance.\* An insurance administration charges applies for alternate policies at €100 per year each to contribute to additional time and cost incurred.

## Dedicated Account Manager

Once AIT receive your application you will be assigned a dedicated 'pre-verification' contact who will assist you with collating your application before submitting to our approvals team. Whilst most accreditations take 21 days to complete, some are much faster, and the team contact will keep you informed every step of the way. This exclusive service takes all the stress out of applying, so don't worry – we are here to help and if you don't believe us – check our Facebook reviews! Accreditation is only dealt with in writing, email and through our dedicated, innovative college portal.

## Payment for our Services

The only fees that AIT charge for accreditation are on initial application, additional course, online conversion and insurance administration fee. The current charge for accreditation is a single one-off fee starting at €320\* for up to 10 courses. Please see pricing structure for further details of initial course application costs. [\*if successful or not with application and additional charges apply per course thereafter of €50]. This 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.

Whilst in many cases we store manuals, lesson plans, certificates and other supplementary information within our secure portal system this is not always the case for storage size relevance. In some cases, we transpose the data to our internal system and disregard paperwork. We therefore cannot guarantee upon any request that we will be able to send copies of any original paperwork provided. Should the manual[s], Lesson plan[s], Certificate[s] be available, we will send back at an administration charge of €50 per item requested or a maximum of 1 day [8hours] €400. This does not in anyway impact the right of access that is commonly known as making a subject access request or SAR.

## 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 starting at €320\*\* for up to 10 courses. Please see pricing structure for further details of initial course application costs. [\*\*additional charges apply per course thereafter of €50]

Where an accreditation has been valid for over 3 months, and the Further Education college/ Training Provider 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 reaccreditation 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. Where the insurer has removed or amended the availability of a product, your accreditation will see the term through, although insurance products for your students will not be available. In this instance, no refunds are available outside of the first 90 days and your accreditation for these courses will automatically end.

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 per active insurance policy that is currently waved [to zero value] in all cases if annual information requested for valid AIT insurance documents are received. Whilst there is no issue with any accredited Further Education college/ Training Provider being insured elsewhere should any trainer stay with another provider we will ask you to resubmit your schedule of insurance, endorsements, and policy wording for us to see when annual renewal falls due – it is for this annual check why there is an insurance administration fee of €100 [that we do not need to do for AIT members where your college, membership and insurance are all linked in your portal]. The annual insurance administration fee due of €100 per active insurance policy is currently waved [to zero value] in all cases for valid AIT members with suitable cover and at anytime a policy expires after initial application without an active AIT insurance policy an annual insurance administration fee will be due.

To support during Covid we negotiated with our insurers to allow for further education to be delivered digitally online. These courses must be Accredited as new courses at the cost price of €40 each on top of your initial application. We cannot offer this service to 'advanced treatment extensions' and in all cases a live assessment via Teams, Zoom or similar must be conducted. If you are looking to assess your courses via a recording, please make the team aware within your application. We would give a minimum 3 months' notice before withdrawing this service if in the event we need to. This service has been valid from March-20.

Document supplementary to: Terms of Business [Irish accredited College]. Revised Update 19-08-24 - We reserve the right to amend terms at least once every quarter - Q4-24-Version.001