



# The Security Institute Certificate in Security Management

Delivered by Perpetuity Training



## Terms and Conditions

### 1. Registration & Forming the Contract

The return of a signed registration form constitutes a contract between Perpetuity Training Ltd and the named student. The contract formally comes into force once we have processed your registration in line with these terms and conditions. Perpetuity Training Ltd will confirm your registration in writing.

### 2. Payment

Payment must be made in full before we can process a registration form and issue course materials. Payment can be made by cheque payable to Perpetuity Training Ltd, by Visa or MasterCard, or by BACS transfer.

### 3. Fees

**Course Fee:** £999 + VAT  
**Extension for 6 months:** £50  
(Please note that these are subject to change.)

#### ***Security Institute Fees:***

Security Institute membership fees are not included in the cost of the course and are payable directly to the Security Institute. Please contact the Security Institute on 01803 663275 or [paula@security-institute.org](mailto:paula@security-institute.org) for further details.

### 4. Cancellation

The student may cancel their registration within 7 days of receiving the course materials by informing the Training Co-ordinator **in writing** that they wish to cancel. Course materials must be returned in mint condition within another 7 days. Once the materials have been received your payment will be refunded less an administrative fee and postage. An additional charge will be made for damaged materials. After 7 days no right of refund shall exist.

Perpetuity Training reserves the right to terminate a student's registration if:

- i. We find that the information provided on the registration form is false or misleading;
- ii. The student fails to meet any academic or administrative requirements outlined in your course handbook;
- iii. The student breaks any of the conditions in this document.

### 5. Completion of Distance Learning Programme

The student is normally expected to complete the Distance Learning Programme within 6 months (subject to examination dates).

### 6. Distribution of Marks

The Certificate in Security Management comprises of 6 modules (3 compulsory, and 3 elective modules) and an exam. At the end of each module the learner completes an assessment comprising of both multiple choice and directed questions. The learner needs to achieve at least 50% in each assessment before moving on to the next module. If a learner achieves less than 50% on a module they will be given the opportunity to study further and resit the module at a later date subject to a re-sit fee. Please note that the learner will not be able to continue onto further modules until they have achieved at least 50% on the current module.

The overall pass mark for the Certificate in Security Management course is 60%.

## **7. Support**

Students can expect to receive a reasonable amount of telephone and email support from their tutor.

## **8. Extensions**

Students who wish to extend their registration beyond 6 months will need to complete and return an Extension Request Form at least 2 weeks prior to the end of the 6 month period along with a £50 administration fee. Students who do not return an Extension Request Form before the end of 6 months but wish to continue studying will need to re-register.

## **9. Disclaimer**

The training and notes provided by Perpetuity Training cannot be utilised for the purposes of legal interpretation, and neither Perpetuity Training, its tutors nor staff can accept responsibility for the actions of persons interpreting or acting upon the material in litigation. Nor can Perpetuity Training accept responsibility for any injury or loss as a result of relying on the training or training notes. All actions by an individual should be designed in relation to their specific circumstances, and where any doubt exists a specialist should be consulted.

## **10. Privacy Policy**

Perpetuity Training Ltd does not disclose buyers' information to third parties, and all the personal information (name, address, phone number, email address, credit card information) you send is securely stored. The information that you provide will be held by Perpetuity Training Ltd to process your registration. The information you provide may be used to keep you updated of other Perpetuity companies' latest products, services and events unless you notify us otherwise; to opt out please send an email to [training@perpetuitygroup.com](mailto:training@perpetuitygroup.com) or tick the relevant box on the registration form. This does not affect your statutory rights as a consumer.

**N.B.** Terms and Conditions may be subject to change. Please check our website [www.perpetuitytraining.com](http://www.perpetuitytraining.com) for the most up-to-date version.