



THE LEADER IN PRACTICAL FITNESS EDUCATION

BFIT Fitness Academy

This application form enables us to give careful consideration to your application and you are asked to answer all questions fully with the assurance that your answers will be treated in the strictest confidence.

If you have difficulty completing this application form, or you have a disability which prevents you from completing this form, please contact Our Team on +971504520944 or +971564888983.

PERSONAL DETAILS

<input type="checkbox"/> MR <input type="checkbox"/> MISS <input type="checkbox"/> MRS	<input type="checkbox"/> Male <input type="checkbox"/> Female
First Name:	
Middle Name:	
Last Name:	
Date of Birth:	Mobile Number:
Nationality:	Email Address:
Address 1:	
Address 2:	
City:	Zip/Post Code:

Do you work in the Fitness, Health Sector?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	if yes, please give brief details

Do you hold any other qualification related to Gym Instructor?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	if yes, please give brief details





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You have chosen to enroll for IFPA Certification Course that is REPS/ICREPS Accredited in respecting the prerequisite procedures to gain entry into the Fitness Industry. By enrolling in this course you agree to attend all Intensive Days and work through IFPA manuals to achieve your **180 Hours of Study Time before the Theoretical & Practical Exam.**

COURSE DATE: _____

IFPA GYM INSTRUCTOR CERTIFICATION – AED 4,000	ENGLISH	ARABIC
INTENSIVE DAYS – ATTENDANCE		

PAYMENT OPTIONS

1. Pay in Full
 - Cash
 - Cheque
 - Bank Transfer/Deposit
 - Credit Card
2. Pay in Installment
 - 2 payments
 - 3 payments
 - 4 payments

Note: if you choose the installment basis, the installment payment agreement form should be submitted together with this registration form.

We are all here to get the highest quality of education and service. We need your help to make it one of the most successful experiences by maintaining a highly professional and ethical environment.

We welcome applications from people with disabilities. If you wish to discuss any concerns about your disability in relation to the course, please contact the Team in confidence on +971504520944 or +971564888983.

By signing this registration form, I agree to comply with BFIT Fitness Academy's policy.

Date: _____

Signature: _____





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Policy statement

Appeals and complaints policy

Appeals related to the exam

In order to ensure the security of the IFPA-CPFT Assessment Instrument, no one is permitted to review any Item on the Exam with any candidate. Neither the Proctor, or IFPA Test Department Personnel nor anyone else at the IFPA is permitted to discuss any specific Item. Candidates will be notified of the sections of the Exam with which they had the most difficulty. Candidates can submit an IFPA Exam Discrepancy Form if they feel there was any confusing Item on the Exam or in the Testing Environment. If the candidate feels that he or she was disadvantaged by any aspect of the Exam process or that there was improper behavior by a Proctor, another candidate, or anyone or anything in and around the Exam area, the candidate may fill out an Appeals Form and the IFPA-CC Appeals Subcommittee will investigate the incident.

Appeals regarding any issue related to the exam are dealt with IFPA in the United States according to their policies and procedures.

In respect of the practical assessment or other aspects of the course the following will apply:

Areas for Appeal

Learners can appeal against an assessment decision relating to the marking of the practical assessment

Grounds for Appeal

An appeal may be made if:

- The assessment was not conducted in accordance with the providers regulations
- Medical or other extenuating circumstances arose during the assessment process which affected the learner's performance
- There was inappropriate or irregular behavior on the part of the assessor

Appeals Procedure

- The learner should firstly discuss the reason for the appeal with the Assessor or Internal Quality Assurer (if possible) on the day of the assessment
- If this does not resolve the appeal the learner should make a written appeal and submit to the Internal Quality Assurer within 5 days from the date of the assessment – include any supporting evidence
- The Internal Quality Assurer will investigate the appeal and respond in writing within 7 working days
- If the learner is not satisfied with the result they may make ICREPs aware of the situation as the quality assurance provider and it may be taken up with the provider as part of the QA process.

Complaints about any aspect of the course should be made in writing to the main contact at IFPA UAE who will investigate and respond in writing to the complainant. IFPA UAE will support the applicant by sending their appeal to IFPA USA on behalf of the student.





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BFIT POLICY

Kindly note that the courses shall be priced by the account manager and after the approval of the education coordinator on the courses selected, B-FIT and IFPA would like to thank you for respecting and applying the below terms:

- a) Each course or program price covers the cost of the full program, thereby no theory exams, grade, result or certificate shall be given before the full completion of the program (or course) FULL payment
- b) All payments shall be settled by cash, credit card (plus 3% bank charge) or validated cheque. Upon the clearance of the cheque the Attendee will receive course content and entrance to the course.

You can also pay by direct deposit to NBAD or Al Ansari Exchange putting the same details:

Beneficiary Name: BFIT SPORTS SERVICES
Bank Details: N B A D , National Bank of Abu Dhabi
Branch: Al Quoz
Account Number: 6204269887
Account Currency: AED
IBAN no: AE49035000006204269887

- c) Attendees cannot transfer from one course to another.
- d) B-FIT has a NO REFUND Policy after payment has been processed should students decide to drop out during the course or after registration.
- e) B-FIT gives the attendees the right (even after successful completion of the course) to take the course again, for a fee of AED 2,000 (Excluding Exam Fee) which must be settled before commencement. B-FIT Reserve the right to approve the request prior any payment by signing an appropriate form "Course Re-Attendance"
- f) Practical & Theoretical Exam is included in the course fee. No EXAM FEES will be REFUNDED should the Students do not take the Exam in the scheduled date provided.
- g) All exams that have not been taken on the scheduled date for the examination will be sent back to IFPA USA. Students who doesn't show up for the testing will need to pay for retesting or rescheduling fee of \$250 and take their exam on the next batch of examination.
- h) Students who get a failure grade on their exam has given the right to retake the exam without any penalty if they retake within 3 months, otherwise they will need to attend a refresher course (see details in "e")
- i) Proctored exams retest fee must be settled prior to ordering any exam. Retest fee is \$250. This includes all shipping To & From.
- j) If you need to rush the exam result and certificate, fees would be \$50 plus shipping to & from.

