



**BBE**  
TRAINING



A CITRUS GROUP  
COMPANY

# Course Completion Agreement

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BBE Training LTD is an accredited training centre that delivers qualifications on behalf of the awarding body's AAT, CMI, Pearson EDEXCEL and TQUK.

Every academic year we are inspected by AAT, Pearson and TQUK to check the quality of our delivery and processes. We need to continually ensure that as a professional company we deliver to the highest standards possible to qualify for ongoing accreditation year to year and to also maintain our DCS (Direct Claims Status).

One aspect that we are measured on is course completions and how long learners take to complete a particular course.

It is expected that learners studying any of our qualifications complete in an agreed timeframe. As part of your registration process please check on the Registration page that you have received as part of this process to see how long you have to complete your chosen course. By purchasing this course, you will be agreeing to our terms of business and agreeing to complete within this agreed timeframe or pay an extension fee if required.

We promote our 'Special Consideration' policy for learners that may need an extension or a break in their studies. Genuine cases qualify under this policy.

If learners need longer due to a break such as a holiday this is permissible and can be added to the time to complete the course if the training provider (BBE Training LTD) is notified prior to commencement of the course.

It is important that you read the course guidelines and supporting documents prior to starting any assignments. Any assignments that are submitted and are of a standard that cannot be marked as a pass rate will be rejected. An assignment can only be resubmitted twice before a fail is registered for that particular assignment. If you have any concerns regarding the above, please contact BBE Training LTD immediately.

As part of our quality process we require electronic copies of proof of identification prior to your registration with the awarding body. This must be received within 7 days of initial course payment. Failure to provide this documentation within the time scale may result in further administration charges. Please ensure that you have read and understood the policies affecting your studies as you are entering an agreement to comply with the above statements in relation to your studies.



Last review: June 2023

Next review: June 2024

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