

## ADVANCED TECHNICAL DIPLOMA IN BEAUTY & SPA THERAPY LEVEL 3

### REQUIREMENTS

#### Uniform:

- Florence Roby Arpino tunic with slimline trousers - order form attached

#### Equipment:

- Level 3 Beauty kit from Ellisons - order form attached

#### Lockers:

We strongly recommend students hire a locker for the academic year. The cost is £8 which includes: £3 hire charge and £5 refundable deposit when key is returned at end of your course.

### FEES AND FUNDING

#### Ancillary Fee

To provide learners with an enhanced learning experience whilst at Petroc, we ask for a small annual £20.00 contribution towards resources such as online subscriptions, E-books, photocopying, mock exam papers, handouts.

Payments can be made online via myPetroc.

#### Printing

Students are responsible for their own printing and photocopying costs.

#### Bursary Fund

A bursary fund is available to students on a low income to help with the costs of coming to college. To find out if you are eligible, contact the Advice & Guidance Centre or visit [petroc.ac.uk](http://petroc.ac.uk).

**FLORENCE ROBY  
STUDENT ORDER FORM 2021**

<b>College</b>	PETROC COLLEGE - BARNSTAPLE
<b>Course/Department</b>	BEAUTY THERAPY

**TO AVOID ANY DELAYS, PLEASE ORDER YOUR UNIFORM BY 22ND AUGUST 2021**

**ORDER ON-LINE (this is the fastest way to order)**  
**GO TO - [www.uniformcollection.com](http://www.uniformcollection.com)**

**CLICK UNDER THE HEADING COLLEGES - COLLEGE LOGIN**

**USERNAME - 1385  
PASSWORD - PETB21**

**Alternative Ways to Order**

PHONE - CALL 0151 548 2228.

QUOTE THE NAME OF YOUR COLLEGE AND YOUR COURSE/DEPARTMENT, WHICH IS LOCATED AT THE TOP OF THIS FORM

Please have this order form and your credit/debit card details with you when you call to place your order.

**POST** - Complete the order form below and post to

Florence Roby Ltd, Overbrook House, Overbrook Lane, Knowsley Business Park, Prescot, Merseyside L34 9FB



**STUDENT DETAILS**

<b>Name</b>			
<b>Address</b>			
<b>Tel No.</b>		<b>Email Address</b>	<b>Postcode</b>

**ITEMS REQUIRED**

Garment(s)	Colour	Size	Circle Kit Quantity			Price	Total (£)
L155 ARPINO TUNIC	GREY		<b>1</b>	<b>2</b>	<b>3</b>	<b>£48.00</b>	
L28 SLIM LEG TROUSER "32	GREY						

**HOME DELIVERY £6.50**

**GRAND TOTAL**

**PAYMENT - CHEQUE OR POSTAL ORDERS**

*I enclose cheque or Postal Orders made payable to Florence Roby Ltd.*

*I Wish to pay by credit card.*

<b>Card number</b>	<b>Expiry Date</b>	<b>Security No.</b>	<b>Issue No.</b>

**Card Holders Name (if different from Above)**

**Card Holders Address (if different from Above)**

<b>OFFICE USE ONLY</b>	<b>Col Code</b>	<b>RB</b>	<b>Our Ref</b>	<b>Amt Paid</b>	<b>Type</b>
	1385- 45				

**FLORENCE ROBY  
STUDENT ORDER FORM 2021**

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<b>Course/Department</b>	GENTS

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<b>Name</b>			
<b>Address</b>			
	<b>Postcode</b>		
<b>Tel No.</b>	<b>Email Address</b>		

**ITEMS REQUIRED**

Garment(s)	Colour	Size	Circle Kit Quantity			Price	Total (£)
G50 COLLARLESS TUNIC	BLACK		1	2	3	£27.00	
<b>HOME DELIVERY</b>							<b>£6.50</b>
<b>GRAND TOTAL</b>							

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<b>Card number</b>	<b>Expiry Date</b>	<b>Security No.</b>	<b>Issue No</b>

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OFFICE USE ONLY	Col Code	RB	Our Ref	Amt Paid	Type
	1385 - 2				

# [www.Uniformcollection.com](http://www.Uniformcollection.com)

## How to Order

The quickest way to order your uniform is via the Florence Roby website – [www.uniformcollection.com](http://www.uniformcollection.com)

**Internet:** Visit the College section of our website [www.uniformcollection.com](http://www.uniformcollection.com) and enter your username and password. Ordering your goods on our secure website is quick and safe. Please make sure you choose your correct size in the drop down boxes. You will receive an order confirmation email from Florence Roby and a payment confirmation email from our payment provider Sagepay. Please double check your order confirmation once received and report any discrepancies immediately.

**Telephone:** Call 0151 548 2228. If you have not got access to the internet, you can place your order over the telephone. Please have this order form and your credit/debit card details with you when you call to place your order.

**Post:** You can post your order to:

Florence Roby Ltd  
Student Orders Department  
Overbrook House  
Overbrook Lane  
Knowsley Business Park  
Prescot  
Merseyside L34 9FB

Please ensure that you fill in the order form correctly. Failure to do so will result in your order form being returned to you and your order being delayed. Cheques or Postal Orders must be made payable to Florence Roby Ltd.

**PLEASE NOTE WE CANNOT PROCESS ANY ORDER WITHOUT FULL PAYMENT**

### Delivery

Your kit will be delivered to either the college or your home address as stated on the front of this order form. Orders will not be processed before the end of July and payment is taken immediately. Please ensure funds are available when placing your order, as a declined card will delay your order.

### Terms & Conditions

Please order as early as possible and check with your college to see if they have a sample size set for you to try on to ensure that you order the correct size. The full uniform kit must be purchased where indicated.

### Returns – If you do have to return your uniform, please follow these quick and easy steps below:-

1. Please enclose a copy of your delivery/despatch note with all returned garments.
2. On your delivery/despatch note, please tick the items you are returning, and write clearly whether you would like an exchange or refund.
3. Your garments must be returned in the original packaging, unworn, unwashed and complete with their original labels.
4. You are responsible for payment of the postage to return any item and we strongly advise you obtain proof of posting (Eg Royal Mail Recorded Delivery) as Florence Roby cannot be held responsible for items lost in the post.
5. **Embroidered, Personalised or made to order garments cannot be returned for refund or exchange.**
6. **Partial kits cannot be returned for refund.**

### Garments for Refund & Exchange

Refunds or exchanges will only be processed providing the goods are returned to Florence Roby within 28 days of receipt. Garments that have been **Embroidered, Personalised or are a Non Stock Item** will not be refunded or exchanged. We reserve the right to refuse a refund or exchange or for items returned that are not in a re-saleable condition. You do not need to inform us before you send a return.

If an incorrect item has been sent to you, or it is faulty or damaged, we will refund the delivery charges that you have paid to return this.

We will refund the price of the item to the purchaser once it is received by us. Following receipt by Florence Roby please allow up to 28 working days to credit your account.

All items returned for a refund will be subject to a 15% handling and re-stocking fee, this will be deducted on receipt of the goods.

**For items that require exchanging please enclose a cheque for £5.00 to cover delivery & admin charges.**

## How to order online

- 1** Visit the website [kits.ellisons.co.uk](http://kits.ellisons.co.uk) and click on 'My account' and sign in if you are an existing Ellisons customer or register if you are a new customer.
- 2** Once you are signed in, click on 'Student kits'.
- 3** Enter your unique college code, shown below.  

SKC17927
- 4** You will be presented with a list of available kits for your college, simply select the quantity you require for each kit.
- 5** Click the 'Pre-order' button to add to your basket.
- 6** Complete your order by clicking on 'View basket'.
- 7** Select 'Checkout'. All kits are pre-ordered. Your kit will be assembled to order and will be delivered within 14 working days.
- 8** Complete the checkout process. Once your order has been processed, please allow 14 working days for delivery. Payment will be taken immediately.
- 9** A confirmation of your order will be sent to your email address. Please keep this for future reference should you need to contact us.
- 10** A student kit contents sheet will be sent to your email address. Please keep this to check all contents for each kit ordered.

**Step 1**  
1 → Create account and login.

**2** → Student kits

**3** → Student kit ordering  
Welcome to the student kits orders page, please enter the unique college code from your form in the box below.  
College Code: SKC17927 Find College >

**4** → Cambridge regional beauty specialist L2 kit 20  
SKBA0290  
Available downloads:  
Download SKBA0290 student kit listing  
£124.00 \*  
**5** → Pre-order

**6** → Please note: All items are pre-ordered with expected delivery within 14 working days.  
Cambridge regional beauty... £124.00 \*  
Quantity: 1  
Continue shopping View basket >

**7** → Checkout >

Product	Quantity	Price per unit	Total
Cambridge regional beauty specialist L2 kit 20 Product code SKBA0290 Delivery time 14 working days	1	£124.00*	£124.00*
Products excl. VAT			£124.00*
Delivery excl. VAT			£0.00*
Total amount excl. VAT			£124.00*
Plus 20% VAT			£24.80
<b>Grand total</b>			<b>£148.80</b>

Checkout >

If you need any help with completing your order, please call our college department.

# College kit order form

Your unique college code

SKC17927

We accept



## Kit summary

**Product description** Petroc L3 body and spa kit 2021

**Kit code** SKBB8977

**£ 52.65**

AM009	Beauty Essentials measure 60ml x 1
AS520	Beauty Essentials natural sponge 83mm x 4
AS538	Flexi bowl mini white 76mm/3" x 1
BC955	Beauty bag large, black x 1
BG5606	Massage brush, circular body x 1
KA554050	Kaeso pomegranate sugar body scrub 450ml x 1
OP001	Base oil coconut 100ml x 1
OP152	Base oil sweet almond 100ml x 1
OP195	Body oil no.20 relief of stress, tension 100ml x 1
OP196	Body oil no.21 stimulating 100ml x 1
OP197	Body oil no.22 detoxifying 100ml x 1
OP304	Beauty Essentials tea tree wipes (100) x 1
TCOTM08	Comfy facial towelling wash mitt, black x 4
TM001	Tape measure 1.5m/60" x 1
WM10	Wax Master disposable spatulas (100) x 1

**Delivery Charge excl VAT** £4.75

**Total VAT** £11.45

**Please note your delivery will be to your home. Please see below for terms and conditions of delivery.**

**Total:** £68.68

**Please note:** for September courses, kit order(s) will not be processed before the end of July. Once processed, please allow up to 14 working days for delivery. Payment will be taken immediately.

## Delivery and receiving your kit

### Delivery

- Your predetermined delivery location is printed in bold underneath your kit contents list, this has been decided by your college
- Home deliveries incur a £5.70 delivery charge
- We accept no responsibility for delivery delays due to circumstances outside of our control

### Checking and reporting of damages/shortages

- Immediately upon receipt of your kit(s), please download the student kit listing from the website to check all contents within each kit
- Please report any issues with your kit to college@ellisons.co.uk within seven working days
- Any claims reported after this date will not be honoured

**Terms and conditions:** normal terms and conditions of sale apply. Please visit [www.ellisons.co.uk/terms](http://www.ellisons.co.uk/terms) for more information.

### Exchanges and returns

- Contact us via email at college@ellisons.co.uk with your order number for a returns number
- Our college team will email you back with your returns number and full details of how to return within 24 hours
- You have seven days from receipt of your parcel to return your kit(s)
- If the kit is being returned because it is no longer required and is not a fault of Ellisons then a credit will be applied to your account within five working days of receipt of the goods minus an administration charge of 10% of the value of the item. If the item is received in a non-saleable condition then no credit will be made. If you wish the item to be sent back to you then you will incur the postage costs
- We can arrange a returns collection for £15.99 or you can arrange for your kit to be returned to us but please ensure you get a proof of delivery so you can track the parcel through your delivery provider
- The kit must be returned fully boxed in perfect condition and each item in its original packaging

